



**NEW YORK**  
STATE OF  
OPPORTUNITY.

**Governor's Traffic  
Safety Committee**

**eGrants**

ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

**Instruction Guide  
for Grant Modifications,  
Payment Requests and Progress Reports  
for the  
Police Traffic Services Program**

March 2019

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## Contact Information for the GTSC

If you have any questions or problems with a grant modification, payment request or progress report, please contact the Highway Safety Program Representative assigned to your county.

Highway Safety Program Representative county assignments are located at: [www.SafeNY.ny.gov/staff.htm](http://www.SafeNY.ny.gov/staff.htm).

# EGrants Page Structure

The following Tabs will always be found in this location.



The following Links will always be found in this location.



Buttons will always be found in this location unless otherwise noted in these instructions. Button selection (Ex. Save, Save/Next, etc.) may vary depending on program, page and/or transaction. Some buttons will not appear until the page is completed and saved.



The screenshot shows the eGrants application interface. At the top, there is a header for the New York State of Opportunity Governor's Traffic Safety Committee, labeled 'SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. Below the header is a navigation bar with tabs: My Home, My Proposals, My Payments, and My Progress Reports. To the right of these tabs are links for My Training Materials, My Organization(s), My Profile, and Logout. Below the navigation bar is a row of buttons: SAVE, NEXT PAGE, MARK AS COMPLETE, and CHECK GLOBAL ERRORS. Below the buttons is a row of links with icons: Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. Below the links is a Back button. Below the Back button is Document Information: PTS-PMT-2019-Agate Software-00008 and Parent Information: PTS-2019-Agate Software-00011-(001). Below the Parent Information is a Details link. Below the Details link is a breadcrumb trail: You are here: > Payments Menu > Forms Menu. Below the breadcrumb trail is the title 05 STANDARD CLAIM FOR PAYMENT VOUCHER. Below the title is the Instructions section, which contains a list of instructions and a link to generate the standard claim for payment. Below the Instructions section is a list of instructions, including a note that required fields are marked with an asterisk and a note that the user must indicate they have read the following acknowledgement by clicking in the box and then clicking the Save button.

# Grant Modifications

# Types of Grant Modifications for the Police Traffic Services Program

## Budget

This type of modification allows a grantee to:

- Move funds from one budget line or category to another.
- Add or remove an item from the approved budget.
- Change the rate, unit cost, quantity, etc. for an item approved in the budget.

A budget modification:

- Cannot increase the total grant award amount.
- Must be in whole dollar amounts.

## Scope

This type of modification allows a grantee to:

- Add or remove an activity from the project description.
- Change location, times, etc. mentioned in the work plan.

If a scope change will require a budget modification, the scope change and budget modification should be submitted in the same request.

## Time Extension

Time extensions are not allowed for the Police Traffic Services Program.

## Important Information

- Grant modifications must be submitted through the eGrants system.
- The New York State Governor's Traffic Safety Committee will notify grantees of approval or denial by email through the eGrants system. Notification is **usually** within 5 business days from the date the request is submitted.

*Please note: Approval notifications are generic so they will **NOT** indicate if **PARTS** of the modification request were changed or denied. When an approval notification is received, you **must** login to eGrants, review the "Comments" section on the "Grant Modification Request Form" page, your budget and/or the "Grant Program Information" section of the grant, whichever was affected by the modification request, to determine if any **PART** of the modification request was changed or denied. If you have any questions, please contact your Highway Safety Program Representative.*

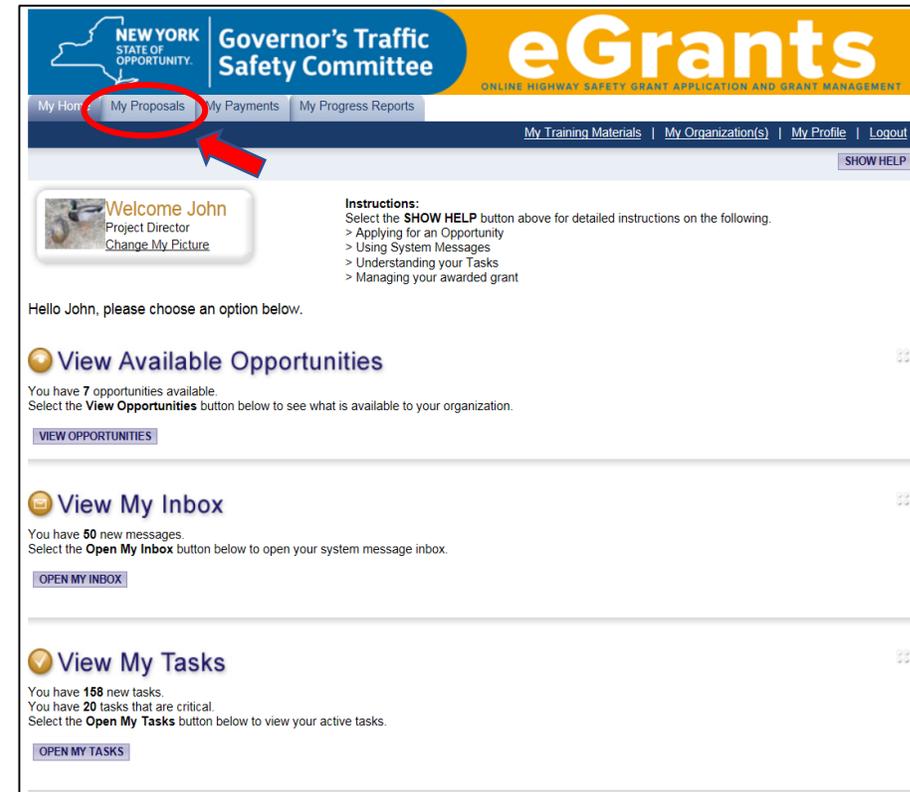
- Do **NOT** move forward with activity requested in a grant modification unless you have received an **approval** notification from the New York State Governor's Traffic Safety Committee **and** have checked the sections in your grant that were mentioned in the previous bullet.
- Grant modifications cannot increase the total grant award amount.
- If requesting a budget modification, please review your budget **before** starting the modification process. You will need to provide the **exact** name of the categories (Personal Services and/or Other Related Costs) and the line names (Example: PTS Regular Enforcement) that will be affected by the modification.

# How to Initiate a Police Traffic Services Program Grant Modification Request

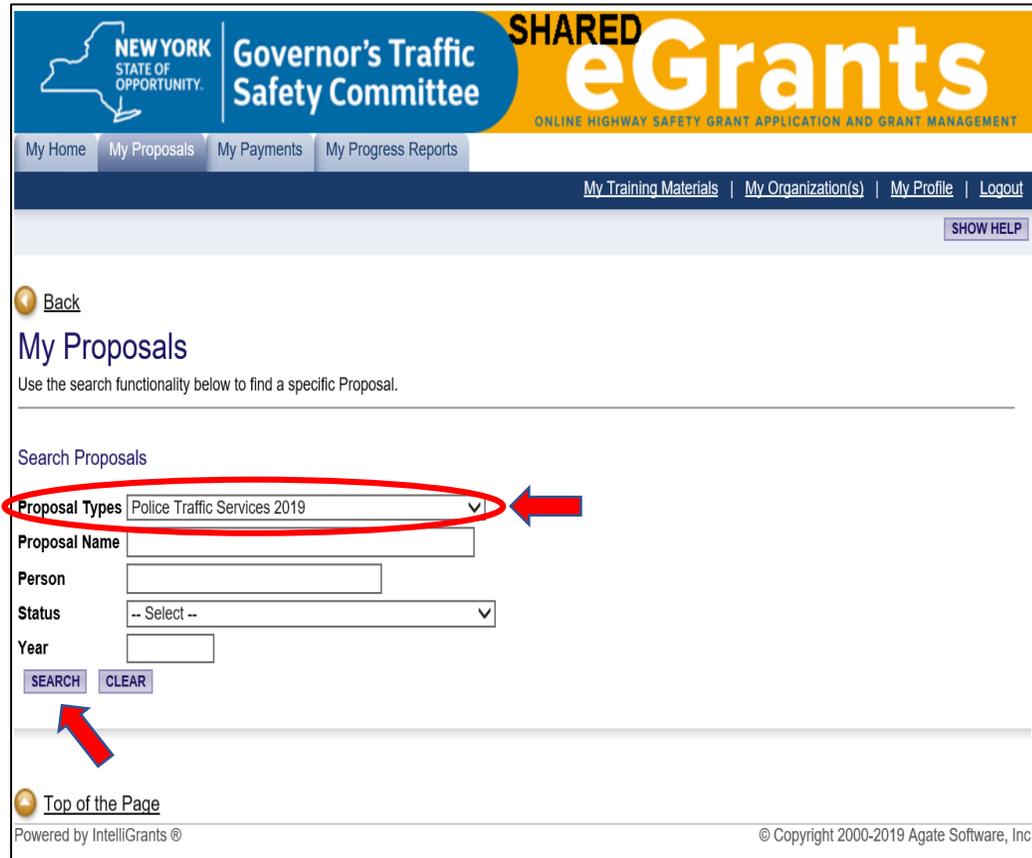
Login to eGrants.



Locate the grant by using the "My Proposal" tab.



In the “Proposals Types” field, using the teardrop , select the appropriate proposal type and year, then click the “Search” button.



NEW YORK STATE OF OPPORTUNITY  
Governor's Traffic Safety Committee  
SHARED eGrants  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SHOW HELP

Back

### My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

**Proposals Types** Police Traffic Services 2019

Proposal Name

Person

Status -- Select --

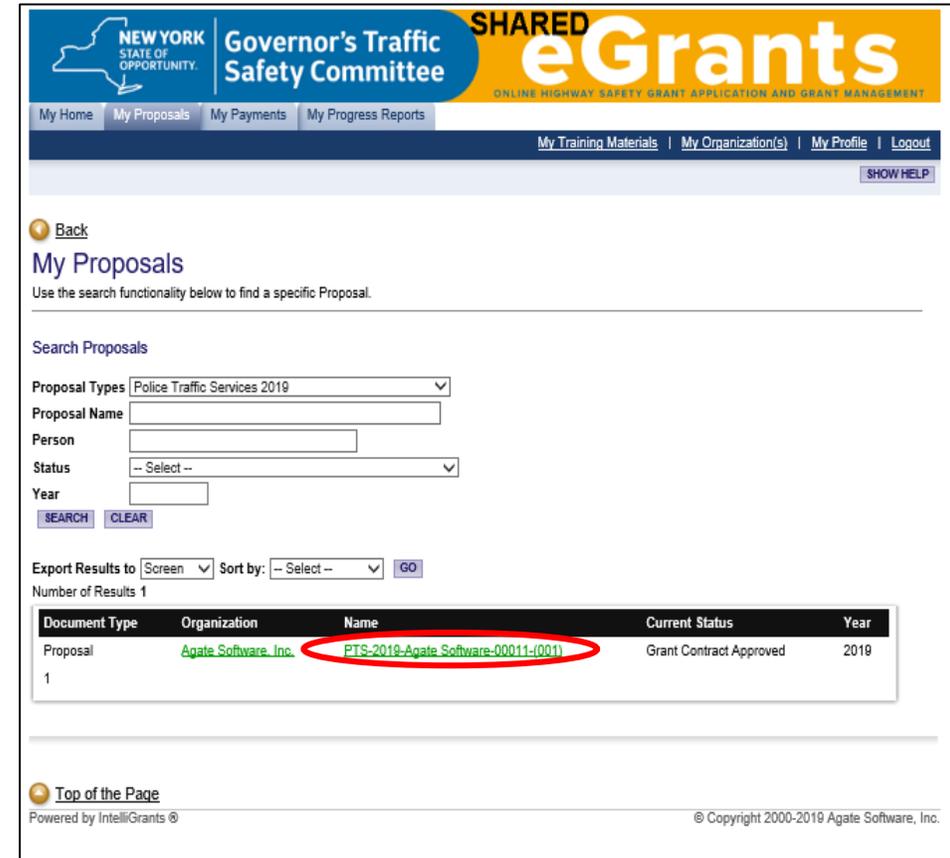
Year

SEARCH CLEAR

Top of the Page

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Click on the grant name link from the search result box.



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### My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types Police Traffic Services 2019

Proposal Name

Person

Status -- Select --

Year

SEARCH CLEAR

Export Results to Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	PTS-2019-Agate Software-00011-(001)	Grant Contract Approved	2019

Top of the Page

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Hover the mouse pointer over the “Status Changes” link. When the “Status Changes – Possible Statuses” menu appears, click the “Apply Status” button under “Grant Modification In Request”.

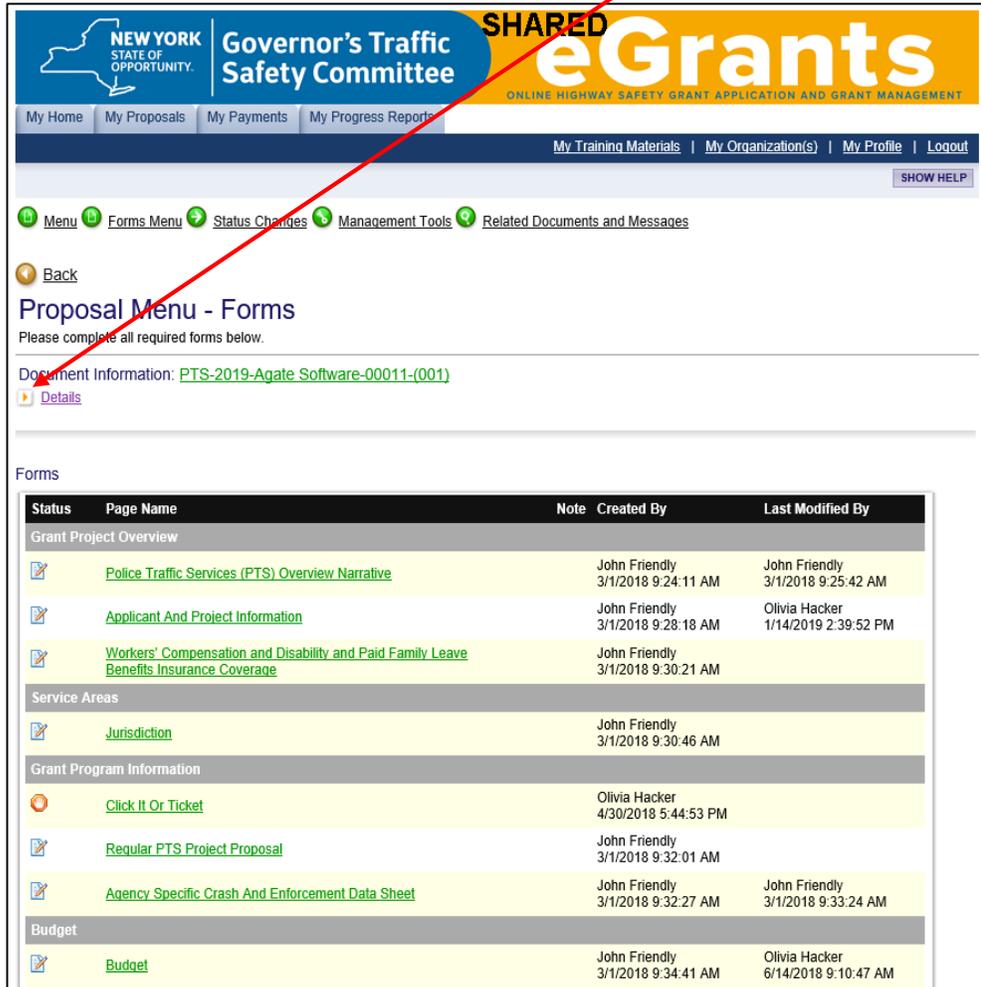
The screenshot shows the eGrants website interface. At the top, there is a navigation bar with 'NEW YORK STATE OF OPPORTUNITY', 'Governor's Traffic Safety Committee', and 'SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. Below this is a secondary navigation bar with links like 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A 'Status Changes' link is circled in red in the main navigation area. A dropdown menu is open, showing 'Possible Statuses' with a sub-section for 'GRANT MODIFICATION IN REQUEST'. In this section, an 'APPLY STATUS' button is highlighted with a red arrow. The background shows a 'Proposal Menu - For' page with a table of forms and their last modified dates.

Status	Page Name	Last Modified By
	Grant Project Overview	
	Police Traffic Services (P	John Friendly 3/1/2018 9:25:42 AM
	Applicant And Project Info	Olivia Hacker 1/14/2019 2:39:52 PM
	Workers' Compensation a Benefits Insurance Cover	
	Service Areas	
	Jurisdiction	3/17/2018 9:30:46 AM
	Grant Program Information	
	Click It Or Ticket	Olivia Hacker 4/30/2018 5:44:53 PM
	Regular PTS Project Proposal	John Friendly 3/1/2018 9:32:01 AM
	Agency Specific Crash And Enforcement Data Sheet	John Friendly 3/1/2018 9:32:27 AM
		John Friendly 3/1/2018 9:33:24 AM

On the “Agreement” page, click the “I Agree” button.

The screenshot shows the 'Agreement' page on the eGrants website. The page title is 'Agreement' and it asks the user to 'Please make a selection below to continue.' Below this, there are two questions: 'Are you sure you want to start a modification request?' and 'If you would like to include notes about this status change, please supply them below.' There is a text input field for notes and a '0 of 2000' character count. At the bottom, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'. The 'I AGREE' button is highlighted with a red arrow. The footer of the page includes 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “**Proposal Menu – Forms**” page, click the expand icon , which appears next to the “**Details**” link.



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### Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

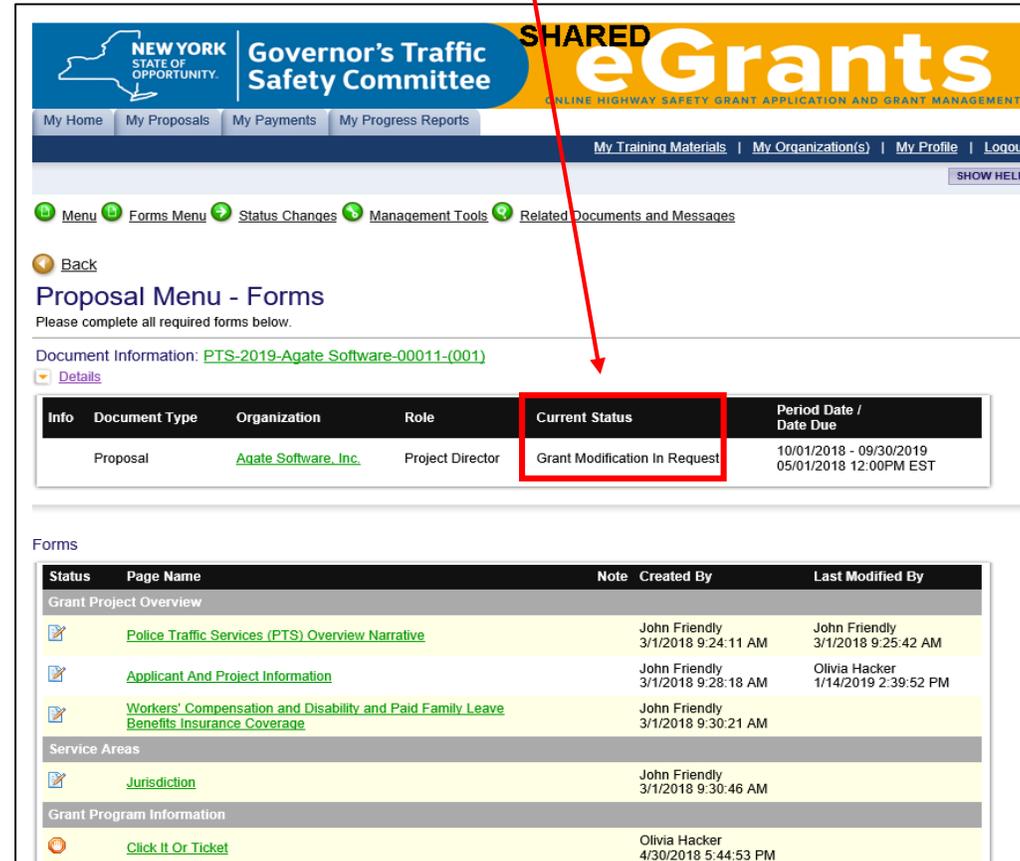
Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Grant Project Overview</b>				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	<a href="#">Applicant And Project Information</a>		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	<a href="#">Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage</a>		John Friendly 3/1/2018 9:30:21 AM	
<b>Service Areas</b>				
	<a href="#">Jurisdiction</a>		John Friendly 3/1/2018 9:30:46 AM	
<b>Grant Program Information</b>				
	<a href="#">Click It Or Ticket</a>		Olivia Hacker 4/30/2018 5:44:53 PM	
	<a href="#">Regular PTS Project Proposal</a>		John Friendly 3/1/2018 9:32:01 AM	
	<a href="#">Agency Specific Crash And Enforcement Data Sheet</a>		John Friendly 3/1/2018 9:32:27 AM	John Friendly 3/1/2018 9:33:24 AM
<b>Budget</b>				
	<a href="#">Budget</a>		John Friendly 3/1/2018 9:34:41 AM	Olivia Hacker 6/14/2018 9:10:47 AM

If the “**Current Status**” field is “**Grant Modification In Request**”, proceed to the next step.

**Current Status**  
Grant Modification In Request

If the “**Current Status**” field is **not** “**Grant Modification In Request**”, repeat the steps on page 10.



**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **SHARED eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

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### Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	<a href="#">Agate Software, Inc.</a>	Project Director	Grant Modification In Request	10/01/2018 - 09/30/2019 05/01/2018 12:00PM EST

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Grant Project Overview</b>				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	<a href="#">Applicant And Project Information</a>		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	<a href="#">Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage</a>		John Friendly 3/1/2018 9:30:21 AM	
<b>Service Areas</b>				
	<a href="#">Jurisdiction</a>		John Friendly 3/1/2018 9:30:46 AM	
<b>Grant Program Information</b>				
	<a href="#">Click It Or Ticket</a>		Olivia Hacker 4/30/2018 5:44:53 PM	

In the “Grant Modifications” section, click on the “Grant Modification Request Form” link.

**NEW YORK STATE OF OPPORTUNITY** Governor's Traffic Safety Committee **SHARED eGrants**  
CALINE REGIONAL SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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Menu | Forms Menu | Status Checks | Management Tools | Request Documents and Messages

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### Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agata Software-00011-\(001\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	<a href="#">Agata Software, Inc.</a>	Project Director	Grant Modification In Request	10/01/2018 - 09/30/2019 05/01/2018 12:00PM EST

#### Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:26:42 AM
	<a href="#">Applicant And Project Information</a>		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	<a href="#">Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage</a>		John Friendly 3/1/2018 9:30:21 AM	
Service Areas				
	<a href="#">Jurisdiction</a>		John Friendly 3/1/2018 9:30:46 AM	
Grant Program Information				
	<a href="#">Click It Or Ticket</a>		Olivia Hacker 4/30/2018 5:44:53 PM	
	<a href="#">Regular PTS Project Proposal</a>		John Friendly 3/1/2018 9:32:01 AM	
	<a href="#">Agency Specific Crash And Enforcement Data Sheet</a>		John Friendly 3/1/2018 9:32:27 AM	John Friendly 3/1/2018 9:33:24 AM
Budget				
	<a href="#">Budget</a>		John Friendly 3/1/2018 9:34:41 AM	Olivia Hacker 6/14/2018 9:10:47 AM
Certification				
	<a href="#">Conditions</a>		John Friendly 3/1/2018 9:49:38 AM	
	<a href="#">Certifications &amp; Assurances</a>		John Friendly 3/1/2018 9:50:16 AM	
	<a href="#">Request For Application (RFA) Statement</a>		John Friendly 3/1/2018 9:51:16 AM	John Friendly 3/1/2018 9:52:54 AM
Traffic Safety Board Endorsement				
	<a href="#">TSB APPROVAL</a>		John Friendly 3/1/2018 9:51:43 AM	
Miscellaneous				
	<a href="#">Attachments-PTS</a>			
Grant Modifications				
	<a href="#">Grant Modification Instructions</a>		Olivia Hacker 1/14/2019 2:45:51 PM	
	<a href="#">Grant Modification Request Form (2)</a>			
Management Tools				
	<a href="#">Click here to Submit or Change Status</a>			
	<a href="#">Click here to create Full Print Version</a>			
	<a href="#">Click here to Add/Edit People</a>			
	<a href="#">Click here for Payments or Reports</a>			

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# Grant Modification Request Form Page

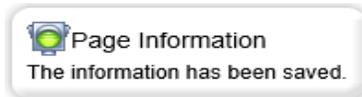
- Complete the “**This request is for the following change (s)**” section by clicking in the appropriate box(es).
  - In the “**Justification**” field\*, provide the reason for the modification request **with** the following information:
    - If a **budget** modification is being requested, you must provide the exact category and line names being affected by the modification **with** the amount of money being moved.
    - If a **scope change** is being requested, be specific with what is being added, changed, removed, etc.
    - A **time extension** is not allowed for the Police Traffic Services Program.
- \*The “Justification” field is a **required** field. If this field is left blank the system will generate an error. If uploading the justification, enter “Justification is attached below” in the “Justification” field. Instructions on how to upload a document will be provided later. If entering the justification in the “Justification” field, click the “Save” button periodically so you don’t lose any information.*
- Click the “**Save**” button.

The screenshot shows the 'Grant Modification Request Form' page in the 'eGrants' system. The page header includes the New York State logo, 'Governor's Traffic Safety Committee', and 'SHARED eGrants'. The navigation bar contains links for 'My Home', 'My Proposals', 'My Payments', 'My Progress Reports', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. The main content area is titled 'GRANT MODIFICATION REQUEST FORM' and includes instructions, a 'Request Date' field, and a section for selecting the type of change (Budget Modification, Scope Change, Time Extension, or Other). The 'Justification' field is highlighted with a red box and contains the text: 'We used \$1,300 of the \$1,750 that was allocated for the Seat Belt Mobilization. We were unable to use the remaining \$450 due to a personnel shortage. We would like to move the remaining balance of \$450.00 from the Seat Belt Mobilization line in Personal Services to the Regular PTS Enforcement line in Personal Services.' Below the justification field is a 'For Office Use Only' section with a 'Comments' field and a 'Modification Request Cancelled' checkbox. The footer includes 'Powered by IntelliGrants' and '© Copyright 2000-2019 Agate Software, Inc.'

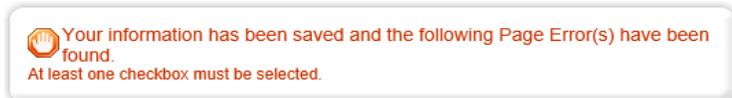
# How to Check for Errors on the Grant Modification Request Form Page

- Once the page is saved, if an error exists, an error message will appear at the top of the page.

- The following means the system didn't detect any errors.



- The following means there is an error on the page.



***If an error exists, fix the error and resave the page.***

- Stay on the “Grant Modification Request Form” page:
  - If you need to upload documentation, go to page 15 of these instructions.
  - If you do **NOT** need to upload documentation, go to page 16 of these instructions.

A screenshot of the 'Grant Modification Request Form' page in the eGrants system. At the top, a red box highlights a 'Page Information' message that says 'The information has been saved.' Below this, the page contains various form fields and instructions. The 'Request Date' is set to 02/05/2019. Under 'This request is for the following change(s)', the 'Budget Modification' checkbox is checked. A justification text area contains the text: 'We used \$1,300 of the \$1,750 that was allocated for the Seat Belt Mobilization. We were unable to use the remaining \$450 due to a personnel shortage. We would like to move the remaining balance of \$450.00 from the Seat Belt Mobilization line in Personal Services to the Regular PTS Enforcement line in Personal Services.' At the bottom, there is a 'For Office Use Only' section with a comments field and a 'Modification Request Cancelled' checkbox.

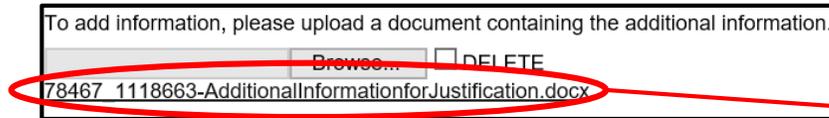
# How to Upload Documentation to the Grant Modification Request Form Page

- Go to the “To add information, please upload a document containing the additional information” section:

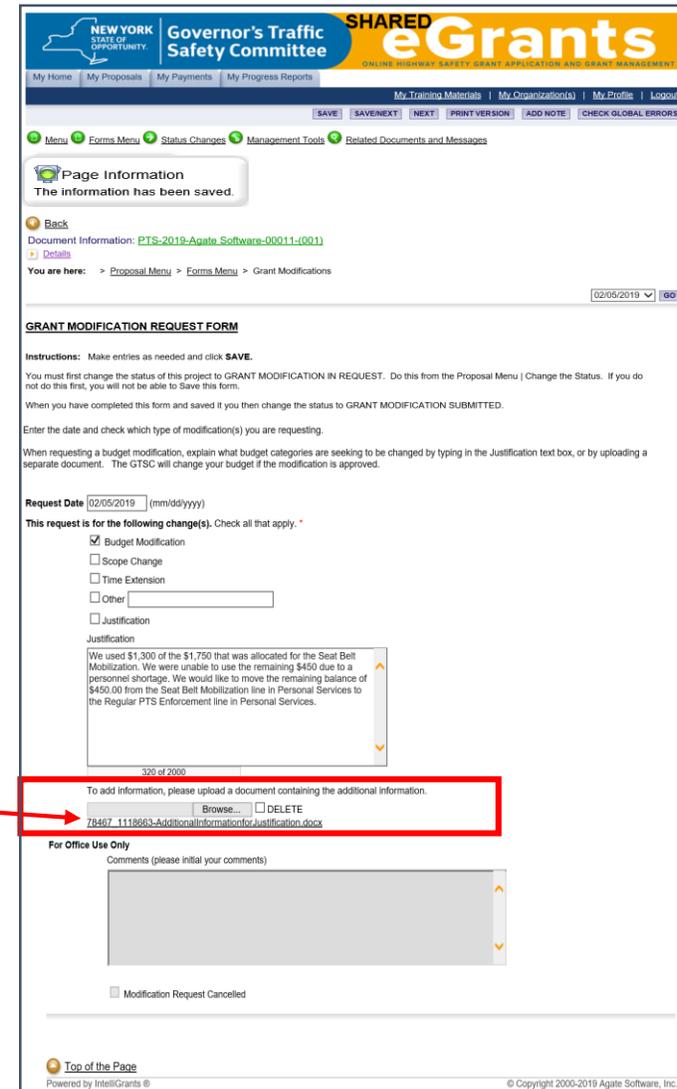
- Press “**Browse**”, choose the desired file, then click the “**Save**” Button.



- Once you click the “**Save**” button, verify that a link appears.



**Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.**



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SAVE | SAVENEXT | NEXT | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Page Information  
The information has been saved.

Back  
Document Information: PTS-2019-Agate Software-00011-(001)  
Details

You are here: > Proposal Menu > Forms Menu > Grant Modifications

02/05/2019 ISO

**GRANT MODIFICATION REQUEST FORM**

**Instructions:** Make entries as needed and click **SAVE**.  
You must first change the status of this project to GRANT MODIFICATION IN REQUEST. Do this from the Proposal Menu | Change the Status. If you do not do this first, you will not be able to Save this form.  
When you have completed this form and saved it you then change the status to GRANT MODIFICATION SUBMITTED.

Enter the date and check which type of modification(s) you are requesting.  
When requesting a budget modification, explain what budget categories are seeking to be changed by typing in the Justification text box, or by uploading a separate document. The GTSC will change your budget if the modification is approved.

Request Date 02/05/2019 (mm/dd/yyyy)

This request is for the following change(s). Check all that apply.

Budget Modification  
 Scope Change  
 Time Extension  
 Other   
 Justification

Justification  
We used \$1,300 of the \$1,750 that was allocated for the Seat Belt Mobilization. We were unable to use the remaining \$450 due to a personnel shortage. We would like to move the remaining balance of \$450.00 from the Seat Belt Mobilization line in Personal Services to the Regular PTS Enforcement line in Personal Services.

320 of 2000

To add information, please upload a document containing the additional information.  
Browse... DELETE  
78467\_1118663-AdditionalInformationforJustification.docx

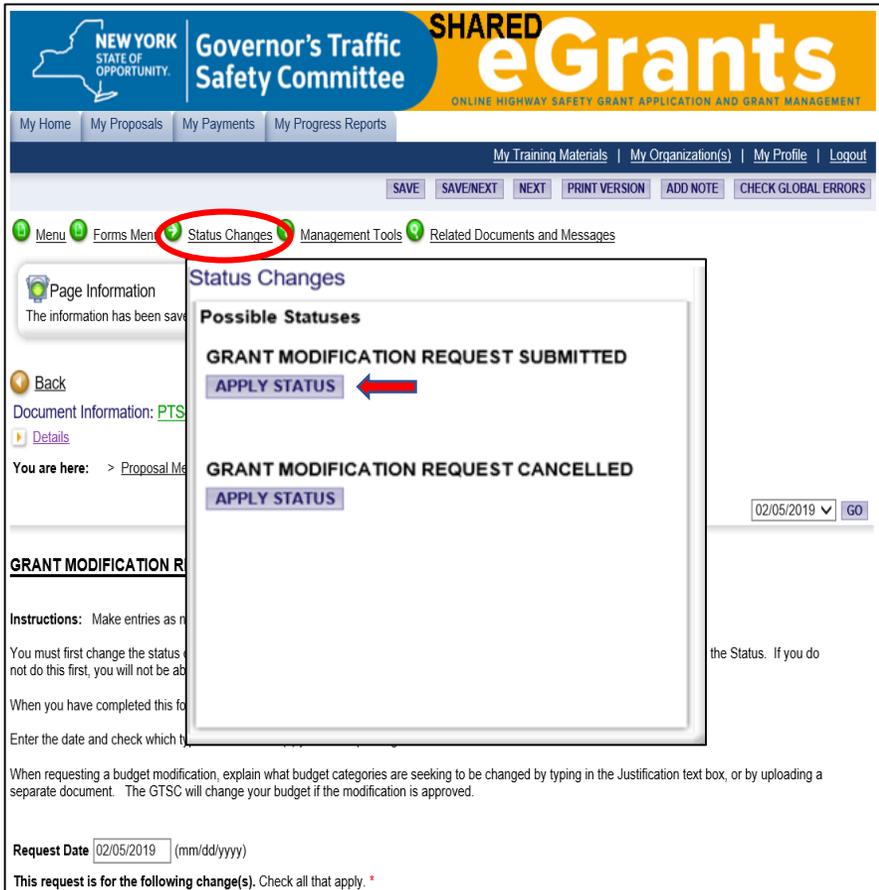
**For Office Use Only**  
Comments (please initial your comments)  
Modification Request Cancelled

Top of the Page  
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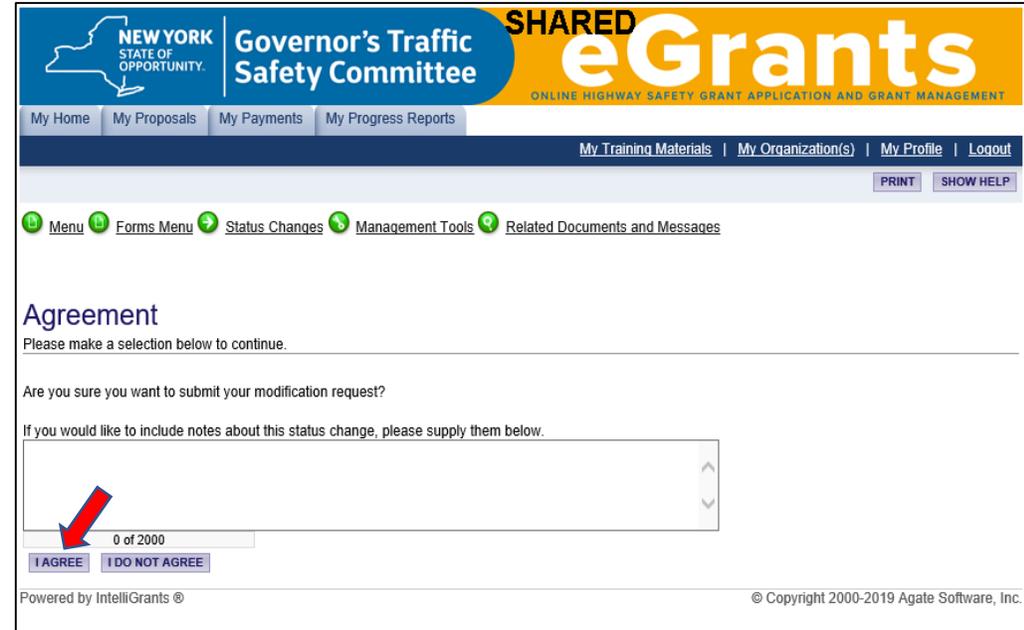
# How to Submit the Grant Modification Request

Hover the mouse pointer over the “Status Changes” link. When the “Status Changes – Possible Statuses” menu appears, click the “Apply Status” button under “Grant Modification Request Submitted”.

On the “Agreement” page, click the “I Agree” button.

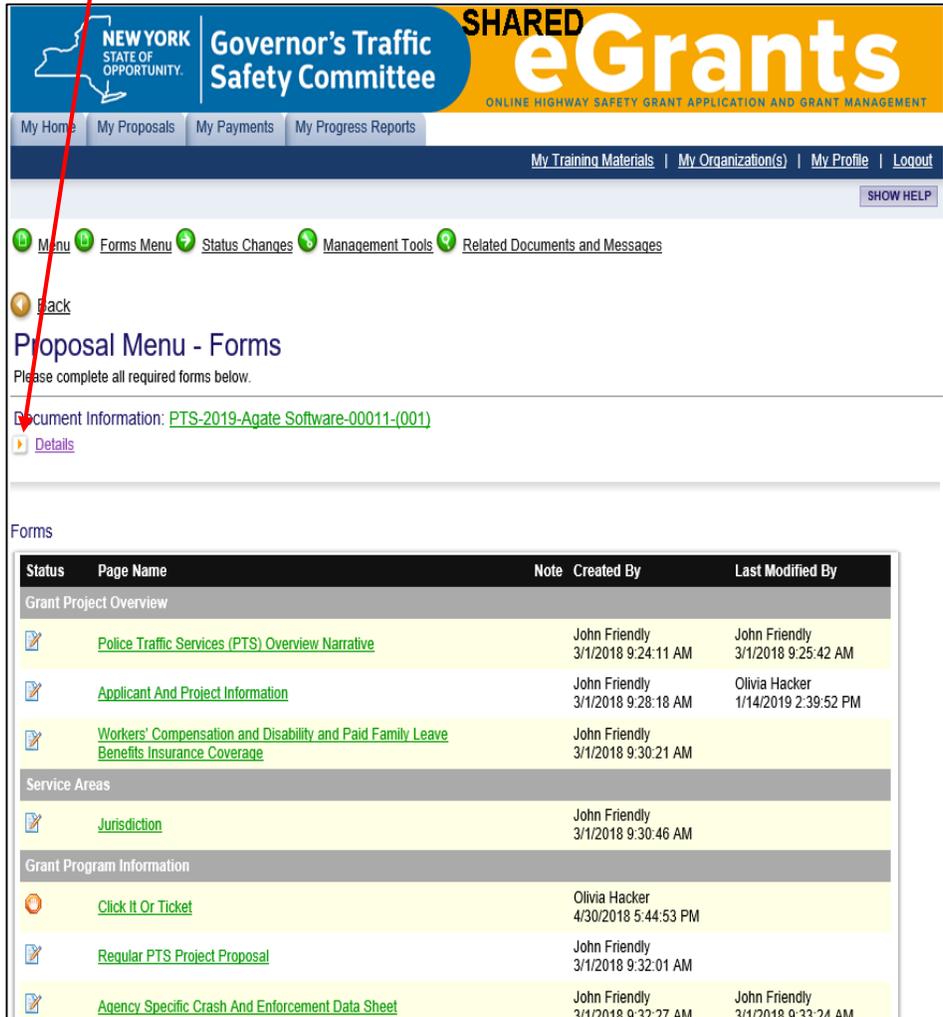


The screenshot shows the eGrants application interface. At the top, there is a navigation bar with the New York State logo and the text "Governor's Traffic Safety Committee eGrants". Below this, there are several menu items: "Menu", "Forms Menu", "Status Changes" (circled in red), "Management Tools", and "Related Documents and Messages". A dropdown menu is open under "Status Changes", showing two options: "GRANT MODIFICATION REQUEST SUBMITTED" and "GRANT MODIFICATION REQUEST CANCELLED". The "APPLY STATUS" button under the "GRANT MODIFICATION REQUEST SUBMITTED" option is highlighted with a red arrow. The page also includes a "Request Date" field set to "02/05/2019" and a "GO" button.



The screenshot shows the "Agreement" page in the eGrants application. The page title is "Agreement" and it contains the text "Please make a selection below to continue." Below this, there is a question: "Are you sure you want to submit your modification request?". A text area for notes is provided, with a red arrow pointing to the "I AGREE" button. The page also includes a "Powered by IntelliGrants" logo and a copyright notice: "© Copyright 2000-2019 Agate Software, Inc."

On the “**Proposal Menu – Forms**” page, click the expand icon , which appears next to the “**Details**” link.



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Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

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### Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

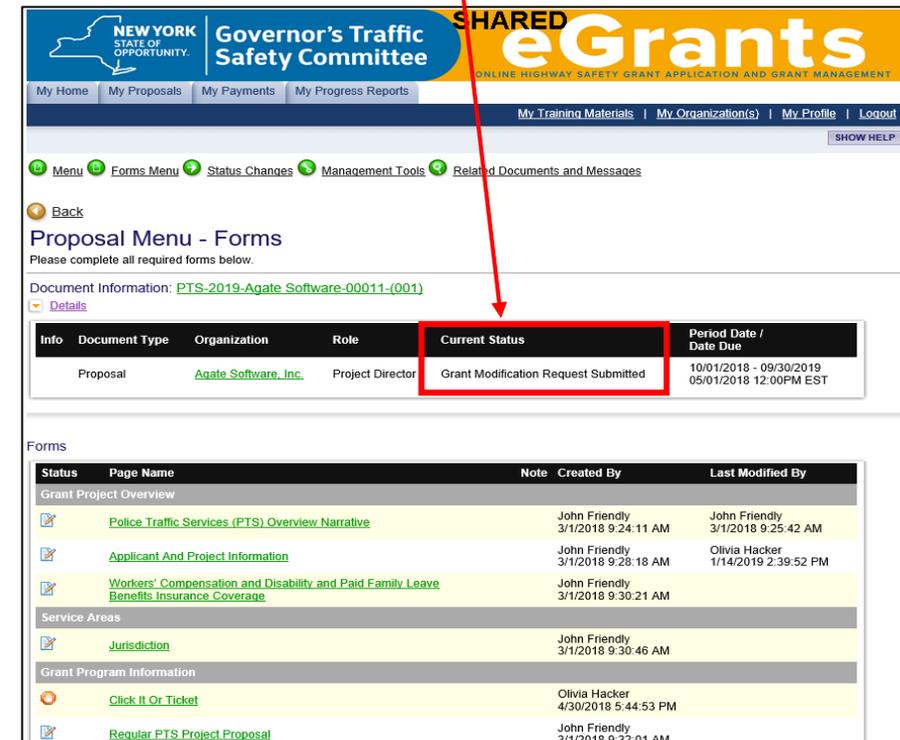
Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	<a href="#">Applicant And Project Information</a>		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	<a href="#">Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage</a>		John Friendly 3/1/2018 9:30:21 AM	
Service Areas				
	<a href="#">Jurisdiction</a>		John Friendly 3/1/2018 9:30:46 AM	
Grant Program Information				
	<a href="#">Click It Or Ticket</a>		Olivia Hacker 4/30/2018 5:44:53 PM	
	<a href="#">Regular PTS Project Proposal</a>		John Friendly 3/1/2018 9:32:01 AM	
	<a href="#">Agency Specific Crash And Enforcement Data Sheet</a>		John Friendly 3/1/2018 9:32:27 AM	John Friendly 3/1/2018 9:33:24 AM

If the “**Current Status**” field is “**Grant Modification Request Submitted**”, your request has been submitted.

**Current Status**  
Grant Modification Request Submitted

If the “**Current Status**” field is **NOT** “**Grant Modification Submitted**”, your request was **NOT** submitted. Repeat the steps on pages 16.



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ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout | SHOW HELP

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

### Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	<a href="#">Agate Software, Inc.</a>	Project Director	Grant Modification Request Submitted	10/01/2018 - 09/30/2019 05/01/2018 12:00PM EST

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		John Friendly 3/1/2018 9:24:11 AM	John Friendly 3/1/2018 9:25:42 AM
	<a href="#">Applicant And Project Information</a>		John Friendly 3/1/2018 9:28:18 AM	Olivia Hacker 1/14/2019 2:39:52 PM
	<a href="#">Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage</a>		John Friendly 3/1/2018 9:30:21 AM	
Service Areas				
	<a href="#">Jurisdiction</a>		John Friendly 3/1/2018 9:30:46 AM	
Grant Program Information				
	<a href="#">Click It Or Ticket</a>		Olivia Hacker 4/30/2018 5:44:53 PM	
	<a href="#">Regular PTS Project Proposal</a>		John Friendly 3/1/2018 9:32:01 AM	

# Payment Request

# Payment Request Due Dates

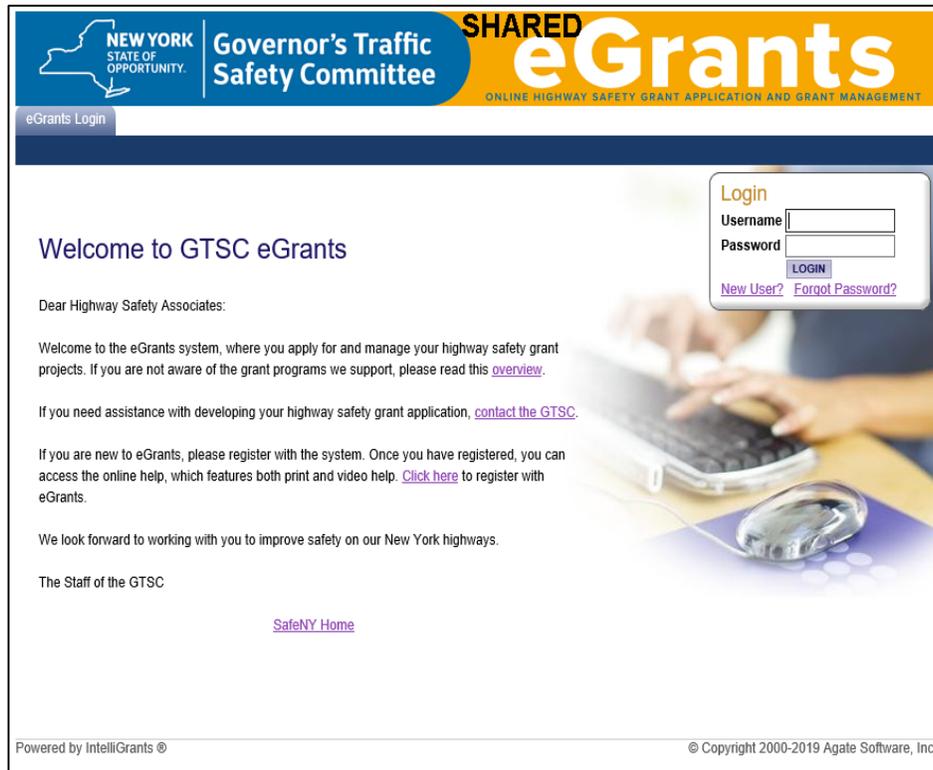
<b>Quarter Dates</b>	<b>Due Date</b>
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

The “**Claim for Payment – Instruction Guide**” provides important information regarding reimbursement and documentation requirements.

The guide is available at: [www.safeny.ny.gov](http://www.safeny.ny.gov) on the “**Forms & Instructions**” page.

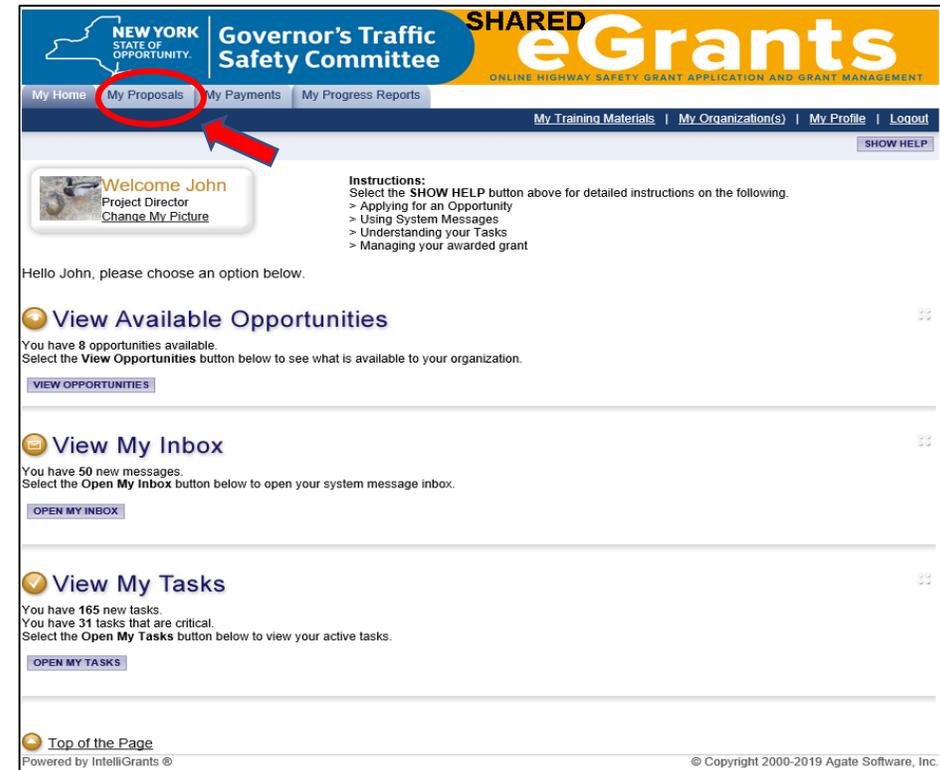
# How to Initiate a Police Traffic Services Program Payment Request

Login to eGrants.



The screenshot shows the login page for the Governor's Traffic Safety Committee (GTSC) eGrants system. The header includes the New York State logo and the text "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". A navigation bar contains "eGrants Login". The main content area features a "Welcome to GTSC eGrants" message and a login form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". A background image shows hands typing on a laptop.

Locate the grant by using the "My Proposal" tab.



The screenshot shows the user dashboard for a logged-in user named John. The header includes the New York State logo and the text "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". A navigation bar contains "My Home", "My Proposals" (circled in red with a red arrow pointing to it), "My Payments", and "My Progress Reports". A "SHOW HELP" button is also present. The main content area includes a "Welcome John" message with links for "Project Director" and "Change My Picture". Below this is a list of instructions: "Select the SHOW HELP button above for detailed instructions on the following. > Applying for an Opportunity > Using System Messages > Understanding your Tasks > Managing your awarded grant". The dashboard also features three main sections: "View Available Opportunities" (8 opportunities available), "View My Inbox" (50 new messages), and "View My Tasks" (165 new tasks, 31 critical). Each section has a corresponding button (VIEW OPPORTUNITIES, OPEN MY INBOX, OPEN MY TASKS). A "Top of the Page" button is at the bottom.

In the “Proposals Types” field, using the teardrop , select “Police Traffic Services 20XX”.

Click the “Search” button.

Click on the grant name link from the search results box.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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### My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types **Police Traffic Services 2018**

Proposal Name

Person

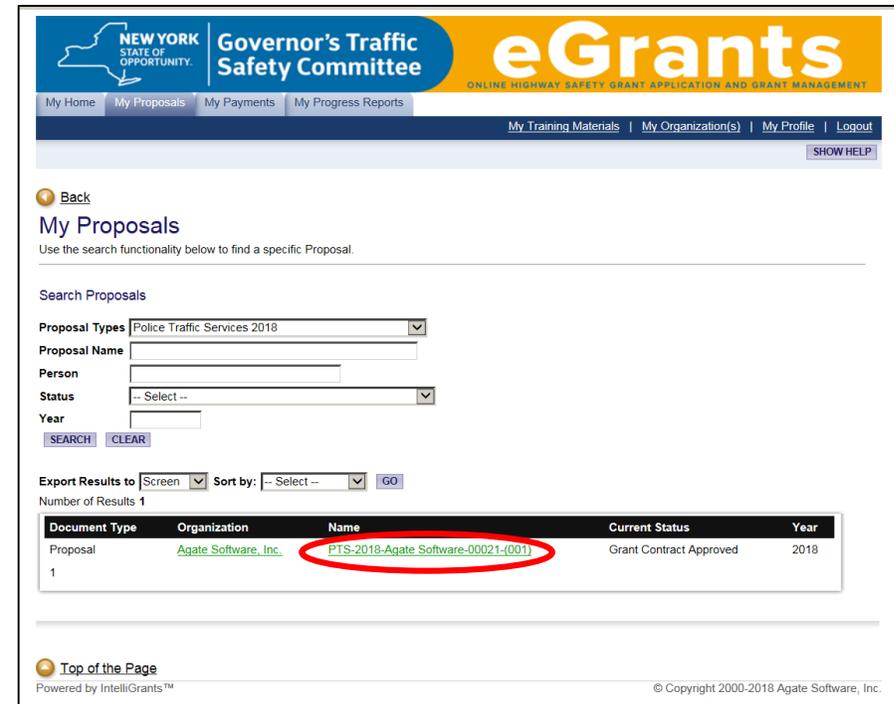
Status -- Select --

Year

SEARCH CLEAR

Top of the Page

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NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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### My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types **Police Traffic Services 2018**

Proposal Name

Person

Status -- Select --

Year

SEARCH CLEAR

Export Results to **Screen** Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Proposal	<a href="#">Agate Software, Inc.</a>	<a href="#">PTS-2018-Agate Software-00021-(001)</a>	Grant Contract Approved	2018

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- On the “Proposal Menu - Forms” page, click on the “Click here for Payments or Reports” link.

**NEW YORK STATE OF OPPORTUNITY** Governor's Traffic Safety Committee **SHARED eGrants**  
 ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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### Proposal Menu - Forms

Please complete all required forms below.

Document Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Grant Project Overview</b>				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		Mary Arthur 4/3/2018 1:05:25 PM	
	<a href="#">Applicant And Project Information</a>		Mary Arthur 4/3/2018 1:06:07 PM	
	<a href="#">Workers' Compensation and Disability Benefits Insurance Coverage</a>		Mary Arthur 4/3/2018 1:06:55 PM	
<b>Service Areas</b>				
	<a href="#">Jurisdiction</a>		John Friendly 3/27/2018 1:54:36 PM	
<b>Grant Program Information</b>				
	<a href="#">Click It Or Ticket</a>		John Friendly 3/27/2018 1:55:13 PM	
	<a href="#">Regular PTS Project Proposal</a>		Mary Arthur 4/3/2018 1:13:07 PM	Mary Arthur 4/3/2018 1:15:02 PM
	<a href="#">Agency Specific Crash And Enforcement Data Sheet</a>		Mary Arthur 4/3/2018 1:04:36 PM	
<b>Budget</b>				
	<a href="#">Budget</a>		John Friendly 3/27/2018 1:58:07 PM	Mary Arthur 4/3/2018 12:58:35 PM
<b>Certification</b>				
	<a href="#">Conditions</a>		Mary Arthur 4/3/2018 1:15:25 PM	
	<a href="#">Certifications &amp; Assurances</a>		Mary Arthur 4/3/2018 1:17:28 PM	
	<a href="#">Request For Application (RFA) Statement</a>		Mary Arthur 4/3/2018 1:18:20 PM	
<b>Traffic Safety Board Endorsement</b>				
	<a href="#">TSB APPROVAL</a>		Mary Arthur 4/3/2018 1:18:42 PM	
<b>Miscellaneous</b>				
	<a href="#">Attachments-PTS</a>			
<b>Funding and Agreements</b>				
	<a href="#">Agreement and Letters Upload</a>			
<b>Grant Modifications</b>				
	<a href="#">Grant Modification Instructions</a>			
	<a href="#">Grant Modification Request Form</a>			
<b>Management Tools</b>				
	<a href="#">Click here to Submit or Change Status</a>			
	<a href="#">Click here to create Full Print Version</a>			
	<a href="#">Click here to Add/Edit People</a>			
	<a href="#">Click here for Payments or Reports</a>			

[Top of the Page](#)  
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Click on the **“Initiate a/an Payment PTS 20XX”** link.

Important information regarding the Police Traffic Services grant program is provided on the **“Agreement”** page.

Once you have read the page, click the **“I Agree”** button.

The screenshot shows the eGrants portal interface. At the top, there is a navigation bar with the New York State logo and 'Governor's Traffic Safety Committee eGrants' branding. Below this, there are tabs for 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is also present. Below the navigation, there are links for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area is titled 'Proposal Menu - Reports and Payments' and includes a 'Back' link. A sub-header states: 'The various sections below can link to items that are associated with this document. You can only initiate a Payment or Progress Report at the step Grant Contract Approved.' Below this, there is a 'Document Information' section for 'PTS-2018-Agate Software-00021-(001)' with a 'Details' link. A 'Related Documents' section follows, with a search filter set to '-- Select --' and a 'GO' button. A table lists related documents:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payments	<b>Initiate a/an Payment PTS-2018</b>				
Progress Reports	Initiate a/an Progress Report PTS 2018				
Progress Reports	PTS-PR-2018-Agate Software-00011	Progress Report Submitted	N/A	John Friendly 4/2/2018 2:31:11 PM	John Friendly 4/2/2018 2:31:38 PM

Below the table is a 'Related Messages' section with a search filter set to '-- Select --' and a 'GO' button. A table lists related messages:

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Modification Approved for PTS-2018-Agate Software-00021-(001)	4/3/2018 1:19:55 PM	Unread

At the bottom of the page, there is a 'Top of the Page' link and a footer that reads 'Powered by IntelliGrants™ © Copyright 2000-2018 Agate Software, Inc.'

The screenshot shows the 'Agreement' page in the eGrants portal. It features the same navigation and branding as the previous screenshot. The main content area is titled 'Agreement' and includes the text: 'Please make a selection below to continue.' Below this, there is a 'Requirement:' section stating: 'Participation in the Seat Belt Mobilization (Click It or Ticket Campaign) is a **requirement** of the Police Traffic Services (PTS) grant program. Police Traffic Services grant funds cannot be expended if your organization will not or does not participate in the Seat Belt Mobilization (Click It or Ticket Campaign).' This is followed by a 'Warning:' section stating: 'Grantees who fail (or failed) to participate in the Seat Belt Mobilization (Click It or Ticket Campaign) must **immediately** notify their Highway Safety Program Representative\*.' A note at the bottom of the warning section says: '\*Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>'. Below the warning, there is a question: 'Are you sure you want to create this claim for payment?' and two buttons: 'I AGREE' and 'I DO NOT AGREE'. A red arrow points to the 'I AGREE' button. At the bottom of the page, there is a footer that reads 'Powered by IntelliGrants™ © Copyright 2000-2018 Agate Software, Inc.'

# Claim for Payment Type Selection Page

- Click the [“Click here to go to the Claim for Payment Type Selection page”](#) link.

NEW YORK STATE OF OPPORTUNITY | Governor's Traffic Safety Committee | eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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ADD NOTE

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Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payments	<a href="#">Agate Software, Inc.</a>	Project Director	Claim In Process	07/06/2017 - 07/31/2017 N/A

**CLAIM FOR PAYMENT TYPE SELECTION**

[Click here to go to the Claim for Payment Type Selection page.](#)

Top of the Page

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# 01 Claim for Payment Type Selection Page

- The system generates the appropriate payment request pages based on the information you provide on this page.
- Please read the page before completing the fields.
- Once the fields are completed, click the “**Save**” button.

If you have any questions regarding the information provided on this page, please contact your Highway Safety Program Representative before continuing.

**NEW YORK STATE OF OPPORTUNITY** Governor's Traffic Safety Committee **eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Your information has been saved and the following Page Error(s) have been found. Please complete this page.

Back

Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#)

### 01 CLAIM FOR PAYMENT TYPE SELECTION

**Instructions:**

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

**WARNING:**  
Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement exceeds the balance remaining for the activity being claimed.

Why is this important?  
When the reimbursement request exceeds the balance remaining for the activity being claimed, the system requires the GTSC to REJECT the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to reenter ALL data into a new claim for payment.

**Important Information:**  
Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

- Seatbelt Mobilization (Click It or Ticket Campaign)
- Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can only be submitted for the activity that is approved in your project narrative).
- Other Than Personal Services ONLY (No Enforcement)

If claiming enforcement **AND** other than personal services, start the claim for payment by selecting the appropriate personal service above.

The following amounts are what the system showed as the remaining balances at the time this claim for payment was initiated.

Activity	Balance Remaining
<input type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$18,410.00*
<input type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input type="checkbox"/> Other Than Personal Services	\$2,500.00*
<b>Total</b>	<b>\$34,060.00*</b>

You must click in each box to acknowledge that you have reviewed the information and are NOT submitting a claim for payment that will exceed the remaining balance for the activity being claimed.

**DO NOT CONTINUE** if the amount being requested for reimbursement exceeds the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative immediately. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>

Once the "Claim for Payment Type Selection" page is saved, check to see if an error exists on the page.

Below is an example of a page with an error.

If an error exists, fix the error, then click the "Save" button.

**NEW YORK STATE OF OPPORTUNITY** Governor's Traffic Safety Committee **eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

**Page Error(s)**  
Your information has been saved and the following Page Error(s) have been found.  
You must select the type of claim for payment request to continue.  
You must acknowledge that you have reviewed the remaining balances and the amount being requested for reimbursement does not exceed the balances remaining for the activity being claimed.

Back  
Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#)

**01 CLAIM FOR PAYMENT TYPE SELECTION**

**Instructions:**

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

**WARNING:**  
Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement exceeds the balance remaining for the activity being claimed.

Why is this important?  
When the reimbursement request exceeds the balance remaining for the activity being claimed, the system requires the GTSC to REJECT the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to reenter ALL data into a new claim for payment.

**Important Information:**  
Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

Seatbelt Mobilization (Click It or Ticket Campaign)  
 Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can only be submitted for the activity that is approved in your project narrative).  
 Other Than Personal Services ONLY (No Enforcement)

If claiming enforcement **AND** other than personal services, start the claim for payment by selecting the appropriate personal service above.

The following amounts are what the system showed as the remaining balances at the time this claim for payment was initiated.

Activity	Balance Remaining
<input type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$16,410.00*
<input type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input type="checkbox"/> Other Than Personal Services	\$2,500.00*
<input type="checkbox"/> Total	\$34,060.00*

You must click in each box to acknowledge that you have reviewed the information and are NOT submitting a claim for payment that will exceed the remaining balance for the activity being claimed.

**DO NOT CONTINUE** if the amount being requested for reimbursement exceeds the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative immediately. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>.

Below is an example of a page without an error.

**NEW YORK STATE OF OPPORTUNITY** Governor's Traffic Safety Committee **eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

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**Page Information**  
The information has been saved.

Back  
Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#)

**01 CLAIM FOR PAYMENT TYPE SELECTION**

**Instructions:**

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

**WARNING:**  
Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement exceeds the balance remaining for the activity being claimed.

Why is this important?  
When the reimbursement request exceeds the balance remaining for the activity being claimed, the system requires the GTSC to REJECT the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to reenter ALL data into a new claim for payment.

**Important Information:**  
Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

Seatbelt Mobilization (Click It or Ticket Campaign)  
 Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can only be submitted for the activity that is approved in your project narrative).  
 Other Than Personal Services ONLY (No Enforcement)

If claiming enforcement **AND** other than personal services, start the claim for payment by selecting the appropriate personal service above.

The following amounts are what the system showed as the remaining balances at the time this claim for payment was initiated.

Activity	Balance Remaining
<input checked="" type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$16,410.00*
<input checked="" type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input checked="" type="checkbox"/> Other Than Personal Services	\$2,500.00*
<input checked="" type="checkbox"/> Total	\$34,060.00*

You must click in each box to acknowledge that you have reviewed the information and are NOT submitting a claim for payment that will exceed the remaining balance for the activity being claimed.

**DO NOT CONTINUE** if the amount being requested for reimbursement exceeds the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative immediately. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>.

- Once the “Claim for Payment Type Selection” page has been Saved, and no errors exist, click the “Next Page” button.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

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**Page Information**  
The information has been saved.

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Document Information: [PTS-PMT-2018-Aqate Software-00375](#)  
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[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#)

**01 CLAIM FOR PAYMENT TYPE SELECTION**

Instructions:

- You must complete this page.
- Once the page is completed and saved, click the Next Page button.

**WARNING:**  
Do **NOT** continue with this claim for payment if the amount you are requesting for reimbursement exceeds the balance remaining for the activity being claimed.

Why is this important?  
When the reimbursement request exceeds the balance remaining for the activity being claimed, the system requires the GTSC to REJECT the claim for payment. Once a claim for payment has been rejected, the only way to resubmit the claim, is for the grantee to reenter ALL data into a new claim for payment.

**Important Information:**  
Grantees cannot claim the Seat Belt Mobilization (Click It or Ticket Campaign) and Regular PTS Enforcement in the same claim for payment. Separate claims must be submitted.

This claim for payment is for (please select one of the following):

- Seatbelt Mobilization (Click It or Ticket Campaign)
- Regular PTS Enforcement (Regular PTS Enforcement claim for payment requests can only be submitted for the activity that is approved in your project narrative).
- Other Than Personal Services ONLY (No Enforcement)

If claiming enforcement **AND** other than personal services, start the claim for payment by selecting the appropriate personal service above.

The following amounts are what the system showed as the remaining balances **at the time this claim for payment was initiated**.

Activity	Balance Remaining
<input checked="" type="checkbox"/> Seatbelt Mobilization (Click It or Ticket Campaign)	\$16,410.00*
<input checked="" type="checkbox"/> Regular PTS Enforcement	\$15,150.00*
<input checked="" type="checkbox"/> Other Than Personal Services	\$2,500.00*
<b>Total</b>	<b>\$34,060.00*</b>

You must click in each box to acknowledge that you have reviewed the information and are NOT submitting a claim for payment that will exceed the remaining balance for the activity being claimed.

**DO NOT CONTINUE** if the amount being requested for reimbursement exceeds the remaining balance for the activity being claimed. If this situation exists, you must contact your Highway Safety Program Representative immediately. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>.

## 02 Personal Services Page

- Verify that you selected the correct personal services by looking at the page name and form header.
- If you selected the wrong personal services page, cancel the claim and initiate a new claim.

**Warning:** When a claim is cancelled all information must be reentered into a new claim.

To cancel a claim, go to the top of the page, click on the **“Status Change”** link and click the **“Apply Status”** button under **“Claim Cancelled”**.

**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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SAVE | NEXT PAGE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

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You are here: > [Payments Menu](#) > [Forms Menu](#)

**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

Instructions:

- Required fields are marked with a \*.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE (ITEMIZED) LISTING OF PERSONAL SERVICES

**SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS**

PRINCE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS | Contact Name:   
Grant Number: PTS-2018-Agate Software-00021-(001) | Phone Number:   
Municipality/ Organization's Name: Agate Software, Inc. | Email Address:

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
<input type="text"/>	<input type="text"/>	<input type="text"/>									

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary  
Entries Denied by the GTSC  
Adjusted Total

Complete the following fields:

**Contact Name:** Provide the name of the person who should be contacted if there are any issues with this payment request.

**Phone Number:** Provide the phone number of the contact person.

**Email Address:** Provide the email address of the contact person. The email address provided must be one that is checked on a daily basis to ensure issues with this payment request are responded to in a timely manner.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

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Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
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**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

Instructions:

- Required fields are marked with a \*.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES  
 SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS  
 FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS  
 Grant Number: PTS-2018-Agate Software-00021-(001)  
 Municipality/ Organization's Name: Agate Software, Inc.

Contact Name: John Smith  
 Phone Number: (518) 474-5111  
 Email Address: JSmith@dmv.ny.gov

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNOR'S TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary  
 Entries Denied by the GTSC  
 Adjusted Total

- Complete the certification statement by clicking in the box.



I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNORS TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

- Click the “Save” button.



**NEW YORK**  
STATE OF OPPORTUNITY

**Governor's Traffic Safety Committee**

ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

# eGrants

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Program Component: SeatbeltMobilization  
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**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

**Instructions:**

- Required fields are marked with a \*.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES  
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS  
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

**Grant Type:** PTS

**Grant Number:** PTS-2018-Agate Software-00021-(001)

**Municipality/ Organization's Name:** Agate Software, Inc.

**Contact Name:**

**Phone Number:**

**Email Address:**

TITLE	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND THAT THE ABOVE EXPENDITURES ARE MADE IN ACCORDANCE WITH THE GRANT GUIDELINES AND ARE DIRECTLY RELATED TO THE GOALS AND OBJECTIVES OF THE GRANT LISTED ABOVE. I ALSO CERTIFY THAT THE APPROPRIATE SALARY REGISTERS, TIME AND ATTENDANCE RECORDS AND, IF APPLICABLE, TIME DISTRIBUTION SHEETS IN RELATION TO THE ABOVE MENTIONED GRANT ARE BEING KEPT AND ARE AVAILABLE FOR AN ON-SITE AUDIT AND/OR REVIEW BY THE GOVERNORS TRAFFIC SAFETY COMMITTEE, THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION AND/OR THE OFFICE OF THE STATE COMPTROLLER.

Total Salary \$150.02

Entries Denied by the GTSC \$0

Adjusted Total \$150.02

Review Column Headers:

- Required fields are marked with an \*.



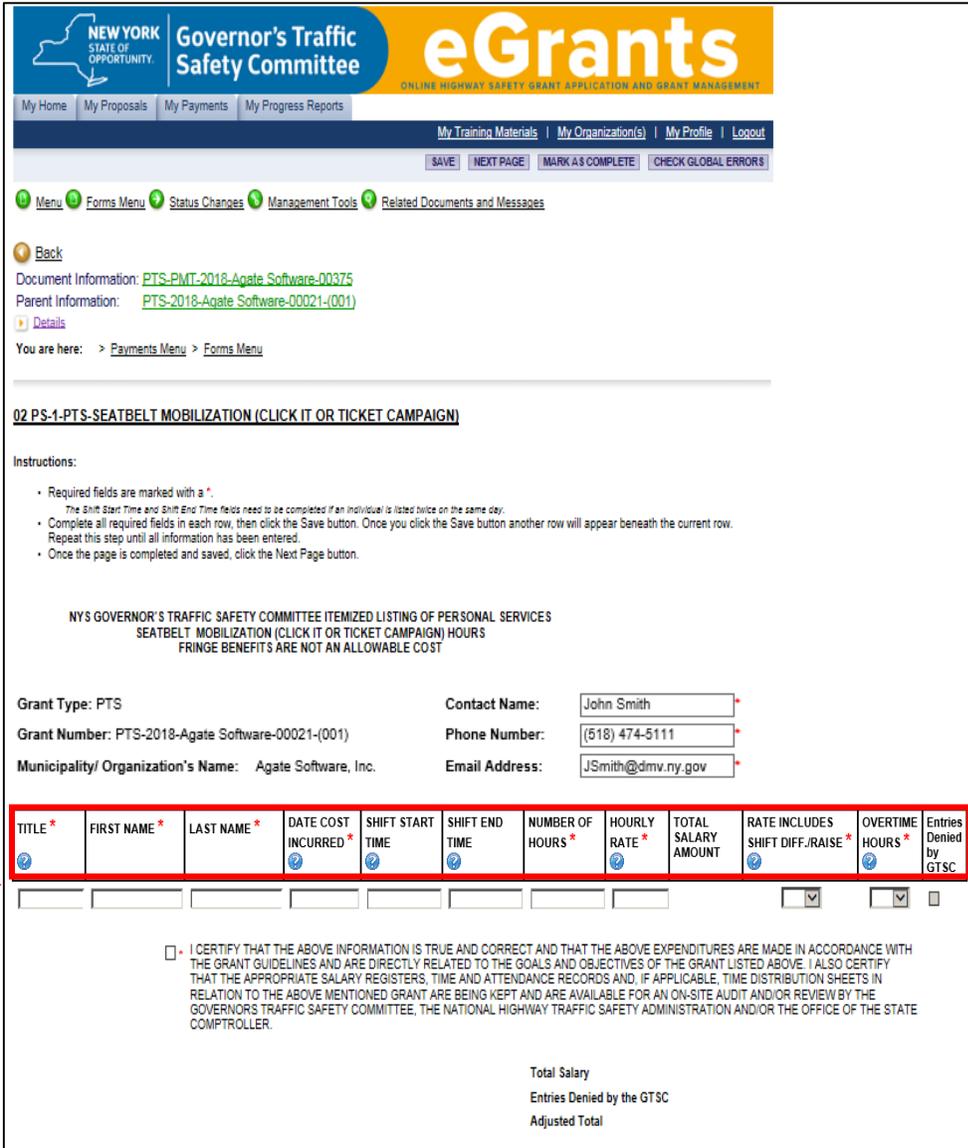
TITLE*	FIRST NAME*	LAST NAME*	DATE COST INCURRED*	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS*	HOURLY RATE*	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE*	OVERTIME HOURS*	Entries Denied by GTSC
--------	-------------	------------	---------------------	------------------	----------------	------------------	--------------	---------------------	----------------------------------	-----------------	------------------------

**Please Note** - All fields are required except the “Shift Start Time” and “Shift End Time” fields. These fields only need to be completed if the same person is listed twice on the same day.

- For an explanation of what needs to be documented in each column, hover the mouse pointer over the help icon (?), which is located at the end of each column header.



TITLE*	FIRST NAME*	LAST NAME*	DATE COST INCURRED*	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS*	HOURLY RATE*	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE*	OVERTIME HOURS*	Entries Denied by GTSC
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NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

Instructions:

- Required fields are marked with a \*.
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES  
 SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS  
 FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS Contact Name:   
 Grant Number: PTS-2018-Agate Software-00021-(001) Phone Number:   
 Municipality/ Organization's Name: Agate Software, Inc. Email Address:

TITLE*	FIRST NAME*	LAST NAME*	DATE COST INCURRED*	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS*	HOURLY RATE*	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE*	OVERTIME HOURS*	Entries Denied by GTSC
--------	-------------	------------	---------------------	------------------	----------------	------------------	--------------	---------------------	----------------------------------	-----------------	------------------------

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Total Salary  
 Entries Denied by the GTSC  
 Adjusted Total

Complete the First Row: Enter the required information for the first officer being claimed, then click the “Save” button. Once the “Save” button is selected, another row will appear. Look at the top left corner of the page to see if there are any errors on the row you just entered.

Below is an example of a row with an error.

If an error exists, fix the error, then click the “Save” button.

**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

Instructions:

- Required fields are marked with a \*
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES  
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS  
FRINGE BENEFITS ARE NOT AN ALLOWABLE COST

Grant Type: PTS      Contact Name: John Smith  
Grant Number: PTS-2018-Agate Software-00021-(001)      Phone Number: (518) 474-5111  
Municipality/ Organization's Name: Agate Software, Inc.      Email Address: JSmith@dmv.ny.gov

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>

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Total Salary: \$150.02  
Entries Denied by the GTSC: \$0  
Adjusted Total: \$150.02

Below is an example of a row without an error.

**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

Instructions:

- Required fields are marked with a \*
- The Shift Start Time and Shift End Time fields need to be completed if an individual is listed twice on the same day.
- Complete all required fields in each row, then click the Save button. Once you click the Save button another row will appear beneath the current row. Repeat this step until all information has been entered.
- Once the page is completed and saved, click the Next Page button.

NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES  
SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS  
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Grant Type: PTS      Contact Name: John Smith  
Grant Number: PTS-2018-Agate Software-00021-(001)      Phone Number: (518) 474-5111  
Municipality/ Organization's Name: Agate Software, Inc.      Email Address: JSmith@dmv.ny.gov

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<input type="checkbox"/>
											<input type="checkbox"/>

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Total Salary: \$150.02  
Entries Denied by the GTSC: \$0  
Adjusted Total: \$150.02

Repeat this step until all officers have been entered.

Once all the information has been entered, and there are no errors, click the **“Save”** button.

**NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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Program Component: SeatbeltMobilization  
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**02 PS-1-PTS-SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN)**

Instructions:

- Required fields are marked with a \*.
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- Once the page is completed and saved, click the Next Page button.

**NYS GOVERNOR'S TRAFFIC SAFETY COMMITTEE ITEMIZED LISTING OF PERSONAL SERVICES  
 SEATBELT MOBILIZATION (CLICK IT OR TICKET CAMPAIGN) HOURS  
 FRINGE BENEFITS ARE NOT AN ALLOWABLE COST**

Grant Type: PTS Contact Name: John Smith  
 Grant Number: PTS-2018-Agate Software-00021-001 Phone Number: (618) 474-5111  
 Municipality/ Organization's Name: Agate Software, Inc. Email Address: JSmith@dmv.ny.gov

TITLE *	FIRST NAME *	LAST NAME *	DATE COST INCURRED *	SHIFT START TIME	SHIFT END TIME	NUMBER OF HOURS *	HOURLY RATE *	TOTAL SALARY AMOUNT	RATE INCLUDES SHIFT DIFF./RAISE *	OVERTIME HOURS *	Entries Denied by GTSC
Officer	Jane	Doe	05/31/2018			2.0000	\$37.5000	\$75.00	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>
Officer	Tom	Jones	05/31/2018			2.0000	\$37.5075	\$75.02	No <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>
									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Total Salary \$150.02  
 Entries Denied by the GTSC \$0  
 Adjusted Total \$150.02

Once the page has been saved, click the **“Next Page”** button.





- Enter the amount being requested for reimbursement in the **“Currently Requested”** field for the activity and/or item being claimed.

For personal services, the amount being requested cannot exceed the amount in the **“Personal Services Entered”** and **“Balance”** fields.

Seat Belt Mobilization Enforcement Amount				
Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02	<input type="text" value="\$150.02"/>	\$16,259.98

Regular PTS Enforcement Amount				
Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0	<input type="text"/>	\$15,150.00

For other than personal services, the amount being requested cannot exceed the amount in the **“Balance”** field for the item being claimed.

Other than Personal Services				
Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0	<input type="text" value="\$500.00"/>	\$1,500.00
GTSC conference	\$500.00	\$0	<input type="text" value="\$200.00"/>	\$300.00

The screenshot shows the 'CLAIM FOR PAYMENT REQUEST' form in the eGrants system. The form is divided into three main sections, each with a table of financial data:

- Seat Belt Mobilization Enforcement Amount:** A table with columns for Total Personal Services, Previously Requested, Personal Services Entered, Currently Requested, and Balance. The 'Currently Requested' field is highlighted with a red box and contains the value '\$150.02'.
- Regular PTS Enforcement Amount:** A similar table where the 'Currently Requested' field is empty.
- Other than Personal Services:** A table with columns for Item, Item Cost, Previously Requested, Currently Requested, and Balance. It lists items like '4 RADAR units' and 'GTSC conference', with their respective 'Currently Requested' amounts highlighted in red boxes.

Red arrows from the text on the left point to these 'Currently Requested' fields. The interface also includes a 'Begin Date' and 'End Date' section with input fields, and a 'Total Funding Request' summary at the bottom.

Once the “Currently Requested” field on the “Claim for Payment Request” page is completed, click the “Save” button.

Once the page is saved, check to see if there are any errors on the page.

Below is an example of a page with an error.

If an error exists, fix the error, then click the “Save” button.

**03 CLAIM FOR PAYMENT REQUEST**

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (s) to be reimbursed in the appropriate "Currently Requested" field (s), then click the Save button.
  - The amount entered cannot exceed the amount in the "Personal Services Entered" and "Balance" fields.
- Once the page is completed and saved, click the Next Page button.

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02		\$16,410.00

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0	\$150.02	\$14,999.98

Below is an example of a page without an error.

**03 CLAIM FOR PAYMENT REQUEST**

Instructions:

- Claim for payment requests cannot exceed the approved budget amount for the activity / item being claimed.
- Please enter amount (s) to be reimbursed in the appropriate "Currently Requested" field (s), then click the Save button.
  - The amount entered cannot exceed the amount in the "Personal Services Entered" and "Balance" fields.
- Once the page is completed and saved, click the Next Page button.

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$16,410.00	\$0	\$150.02	\$150.02	\$16,259.98

Total Personal Services	Previously Requested	Personal Services Entered	Currently Requested	Balance
\$15,150.00	\$0	\$0		\$15,150.00

Item	Item Cost	Previously Requested	Currently Requested	Balance
4 RADAR units	\$2,000.00	\$0	\$500.00	\$1,500.00
GTSC conference	\$500.00	\$0	\$200.00	\$300.00



## 04 Quarter Selection Page

- Select the quarter costs were incurred.

*If costs cover more than one quarter, select the most recent quarter. For example, if costs were incurred from January 1<sup>st</sup> – June 30<sup>th</sup>, you would select the 3<sup>rd</sup> quarter (April 1<sup>st</sup> – June 30<sup>th</sup>) because that is the most recent quarter costs were incurred.*

- Once the quarter is selected, click the **“Save”** button.
- Once the page has been saved, click the **“Next Page”** button.

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**04 QUARTER SELECTION**

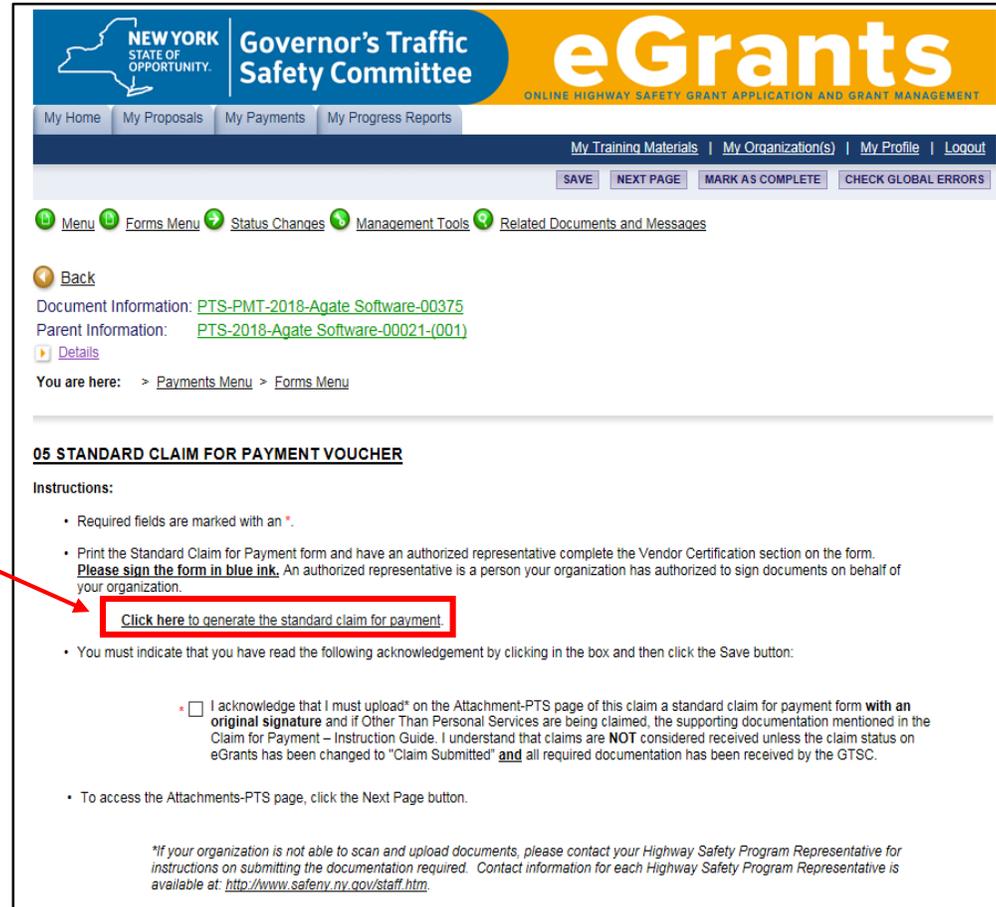
Instructions:

- Please complete this page, then click the Save button.  
*If you are submitting a claim for payment that spans more than one quarter, choose the most recent quarter.*
- Once the page is completed and saved, click the Next Page button.

Quarter 1 (Oct. 1st - Dec. 31st)  
 Quarter 2 (Jan 1st - March 31st)  
 Quarter 3 (April 1st - June 30th)  
 Quarter 4 (July 1st - Sept. 30th)

## 05 Standard Claim for Payment Voucher Page

Click on the “[Click here to generate the standard claim for payment](#)” link.



The screenshot shows the eGrants website interface for the Governor's Traffic Safety Committee. The header includes the New York State logo and the text 'eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. Navigation tabs include 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A secondary navigation bar contains 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below this are buttons for 'SAVE', 'NEXT PAGE', 'MARK AS COMPLETE', and 'CHECK GLOBAL ERRORS'. A menu bar lists 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The main content area shows document information: 'Document Information: PTS-PMT-2018-Agate Software-00375' and 'Parent Information: PTS-2018-Agate Software-00021-(001)'. A breadcrumb trail reads 'You are here: > Payments Menu > Forms Menu'. The section title is '05 STANDARD CLAIM FOR PAYMENT VOUCHER'. Under 'Instructions:', there are several bullet points. One bullet point contains a link: 'Click here to generate the standard claim for payment', which is highlighted with a red box and a red arrow pointing from the text on the left. Another bullet point contains a checkbox: 'I acknowledge that I must upload\* on the Attachment-PTS page of this claim a standard claim for payment form with an original signature and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are NOT considered received unless the claim status on eGrants has been changed to "Claim Submitted" and all required documentation has been received by the GTSC.' A final bullet point states: 'To access the Attachments-PTS page, click the Next Page button.' At the bottom, there is a footnote: '\*If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: http://www.safenv.ny.gov/staff.htm.'

## Review and Complete the “Claim for Payment” form.

- Print the “Claim for Payment” form.
- Review the form to make sure the information provided is correct.
- All fields in the “Vendor Certification” section must be completed **and** the form signed with an **original signature** by an authorized representative. Please have the form signed in **blue** ink.
- Go to page 42 to continue with this request.

AC3253-0 (Effective 1/12) State of New York											
CLAIM FOR PAYMENT											
Vendor Information											
Vendor Name: <b>Apple Software</b>					Vendor Identification Number: 123456						
Address: 1234 Main St.					City: <b>Oneonta</b>		State: <b>MI</b>		Zip Code: <b>49884</b>		
					Invoice Number: <b>PTS-2018-00375</b>						
Purchase Order No. and Date	Description of Materials/Service	Quantity	Unit	Price	Amount						
<b>04/01/2018 - 09/30/2018</b>	<b>Grant #: PTS-2018-Apple Software-00021-(001)</b> <b>PTS-FMT-2018-Apple Software-00375</b> <b>Personal Services - Seat Belt Mobilization</b> <b>Other Than Personal Services</b>										
										<b>\$150.02</b> <b>\$750.00</b>	
Vendor Certification											
I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.					Total: <b>\$900.02</b>						
Vendor's Signature in Ink _____ Title _____					Discount % _____						
Date _____ Name of Company _____					Net: <b>\$900.02</b>						
NYS Agency Information											
Vendor Identification Number: 123456		Vendor Location ID		Vendor Address Sequence							
Voucher ID		Business Unit Name: <b>Governs Traffic Safety</b>		Bus. Unit: <b>DMV02</b>		Interest Eligible (Y/N)		Contract ID			
Payment Date (MM) (DD) (YY)		Liability Date (MM) (DD) (YY)		Month/Inv. Rec'd Date (MM) (DD) (YY)							
Withholding Class		Withholding Amount		Handling Code		Payee Amount		Agency Internal Use			
Invoice Number: <b>PTS-2018-00375</b>					Invoice Date						
PeopleSoft Format Charge Lines (If Applicable)											
Business Unit: <b>DMV02</b>		Department: <b>3700303</b>		Program: <b>30054</b>		Fund: <b>25310</b>		Account: <b>00301</b>			
Budget Reference		Project ID: <b>MULTI23NHTS-B</b>		Activity		Class		Operating Unit			
Product		Chartfield 1 - Accumulator		Chartfield 2 - Agency Use		Chartfield 3		Amount			
Legacy Format Charge Lines (If Applicable)											
Expenditures					Liquidation						
Dept.	Cost Center	Var.	Yr.	Object	Accum. Dept.	Statewide	Amount	Org. Agency	PO/Contract	Line	F/P
Liability Date		From Date		TC		Subledger		Optional			

The acknowledgement statement must be completed by clicking in the box, then clicking on the “Save” button.

I acknowledge that I must upload\* on the Attachment-PTS page of this claim a standard claim for payment form **with an original signature** and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are **NOT** considered received unless the claim status on eGrants has been changed to "Claim Submitted" **and** all required documentation has been received by the GTSC.

The completed (signed and dated) “Claim for Payment” form must be uploaded in the “Attachments” section of this payment request. To access the “Attachments” section, click the “Next Page” button.

**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **SHARED eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Page Information  
The information has been saved.

Back  
Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-001](#)  
[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#) > Payments

---

**05 STANDARD CLAIM FOR PAYMENT VOUCHER**

Instructions:

- Required fields are marked with an \*.
- Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. **Please sign the form in blue ink.** An authorized representative is a person your organization has authorized to sign documents on behalf of your organization.  
[Click here](#) to generate the standard claim for payment.

You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:

I acknowledge that I must upload\* on the Attachment-PTS page of this claim a standard claim for payment form **with an original signature** and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are **NOT** considered received unless the claim status on eGrants has been changed to "Claim Submitted" **and** all required documentation has been received by the GTSC.

- To access the Attachments-PTS page, click the Next Page button.

*\*If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: <http://www.safenyny.gov/staff.htm>.*

Top of the Page

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## 06 Attachments - PTS Page

- Follow the instructions provided on the page.
- Once you click the **“Save”** button, verify that a link appears below the **“File Name”** field.

*Note – If a link does not appear below the “File Name” field it means the upload was unsuccessful. Repeat the instructions provided on the page. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.*

- If you have additional attachments, click the **“Add”** button that appears towards the top of the page, then follow the instructions on the page.
- The documentation uploaded must be kept with your records. Do **NOT** mail the documentation to the GTSC.
- Once the documentation is uploaded and the page has been saved, click the **“Click Here to Submit or Change the Status”** link.

The screenshot shows the '06 ATTACHMENTS-PTS' page in the eGrants system. The page header includes the New York State of Opportunity logo and the Governor's Traffic Safety Committee logo. The page contains a navigation menu, document information, instructions for uploading attachments, and a form for adding a new attachment. A red box highlights the 'Click Here to Submit or Change the Status' link, and another red box highlights the file name '75809\_1-ClaimforPaymentForm.docx' in the file name field.

# Payments Menu – Status Options Page

- To submit the payment request, click the “Apply Status” button for “Claim Submitted”.

**Warning: If you choose to cancel the claim, you will need to reenter all information into a new claim.**

The screenshot displays the eGrants website interface. At the top, there is a header with the New York State logo and the text 'NEW YORK STATE OF OPPORTUNITY', 'Governor's Traffic Safety Committee', and 'eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. Below the header is a navigation bar with links for 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout', along with a 'SHOW HELP' button. The main content area features a menu with 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is also present. The page title is 'Payments Menu - Status Options', followed by the instruction 'Select a button below to execute the appropriate status push.' Document information is provided: 'Document Information: PTS-PMT-2018-Agate Software-00375' and 'Parent Information: PTS-2018-Agate Software-00021-(001)', with a 'Details' link. Under the heading 'Possible Statuses', there are instructions for submitting and canceling a claim. The 'CLAIM SUBMITTED' section has an 'APPLY STATUS' button highlighted with a red box. The 'CLAIM CANCELLED' section also has an 'APPLY STATUS' button. A note at the bottom states: 'If errors appear, you must correct the errors and then change the status to "Claim Submitted".'

# Agreement Page

- Click the “I Agree” button.

*If the “Global Errors” page appeared instead of the “Agreement” page, go to page 47.*

NEW YORK STATE OF OPPORTUNITY | Governor's Traffic Safety Committee | SHARED eGrants  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

PRINT SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

## Agreement

Please make a selection below to continue.

Are you sure you want to submit this claim for payment?

If you would like to include notes about this status change, please supply them below.

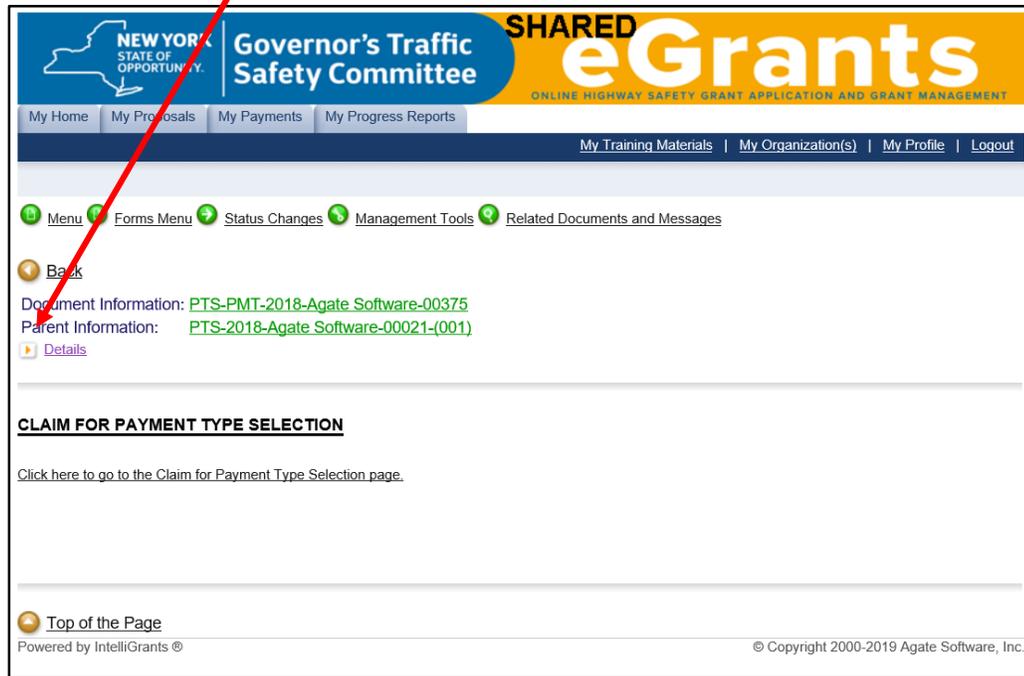
0 of 2000

I AGREE I DO NOT AGREE

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# Verify Claim Status

Click the expand icon , which appears next to the **“Details”** link.



The screenshot shows the 'eGrants' portal for the Governor's Traffic Safety Committee. A red arrow points from the text above to a small expand icon next to the 'Details' link in the navigation menu. The 'Details' link is expanded, showing document and parent information.

Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
[Details](#)

**CLAIM FOR PAYMENT TYPE SELECTION**

[Click here to go to the Claim for Payment Type Selection page.](#)

[Top of the Page](#)  
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If the **“Current Status”** field is **“Claim Submitted”**, you have completed your claim submission.

If the status is **NOT “Claim Submitted”**, go to the **“Status Changes”** link and repeat the steps on pages 44 and 45.



The screenshot shows the 'eGrants' portal with the 'Status Changes' link highlighted by a red arrow. Below the navigation menu, a table displays the current status of the claim.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payments	<a href="#">Agate Software, Inc.</a>	Project Director	Claim Submitted	07/06/2017 - 07/31/2017 N/A

**CLAIM FOR PAYMENT TYPE SELECTION**

[Click here to go to the Claim for Payment Type Selection page.](#)

[Top of the Page](#)  
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# Global Errors Page

- If you try to submit a claim and the “**Global Errors**” page appears, it means the claim has not been submitted. Claims cannot be submitted if the system detects errors in your payment request.
- Errors exist because:
  - They were not fixed during the initial completion of the page.
  - The “**Next Page**” button was selected before the “**Save**” button.

The screenshot shows the 'Global Errors' page in the eGrants system. The header includes the New York State of Opportunity logo, the Governor's Traffic Safety Committee name, and the 'SHARED eGrants' logo with the tagline 'ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. The navigation bar contains links for 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. A secondary navigation bar includes 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. There are 'PRINT' and 'SHOW HELP' buttons. The main content area features a menu with icons for 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is also present. The 'Global Errors' section is highlighted, showing two error messages:

Document Information: [PTS-PMT-2018-Agate Software-00375](#)

[Details](#)

**You must indicate that you have read the acknowledgement statement by clicking in the checkbox and clicking on the Save button.;**  
[05 Standard Claim for Payment Voucher](#)

**You must upload a signed Standard Claim for Payment Voucher in the Attachments-PTS page to submit this claim.;**  
[06 Attachments-PTS](#)

How to address the errors:

- Errors are listed in the order they need to be fixed.
- Start by clicking on the link provided for the error that appears at the top of the list.

The screenshot displays the SHARED eGrants portal interface. At the top, there is a header for the New York State of Opportunity Governor's Traffic Safety Committee. Below the header is a navigation menu with links for My Home, My Proposals, My Payments, and My Progress Reports. A secondary navigation bar includes links for My Training Materials, My Organization(s), My Profile, and Logout. There are also PRINT and SHOW HELP buttons. The main content area features a menu with links for Menu, Forms Menu, Status Changes, Management Tools, and Related Documents and Messages. Below this is a Back link and a section titled Global Errors. The Global Errors section contains a document information link for PTS-PMT-2018-Agate Software-00375 and a Details link. The first error message is highlighted with a red box: "05 Standard Claim for Payment Voucher". The error text reads: "You must indicate that you have read the acknowledgement statement by clicking in the checkbox and clicking on the Save button;". Below this error is a link for "06 Attachments-PTS".

When you arrive on the page, read the error message and fix the error.

Once the error is fixed, click the “Save” button.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

**Your information has been saved and the following Page Error(s) have been found.**  
You must indicate that you have read the acknowledgement statement by clicking in the checkbox and clicking on the Save button.

Back  
Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
Details

You are here: > [Payments Menu](#) > [Forms Menu](#) > Payments

### 05 STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Required fields are marked with an \*.
- Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. **Please sign the form in blue ink.** An authorized representative is a person your organization has authorized to sign documents on behalf of your organization.  
[Click here to generate the standard claim for payment.](#)
- You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:
  - I acknowledge that I must upload\* on the Attachment-PTS page of this claim a standard claim for payment form with an original signature and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are NOT considered received unless the claim status on eGrants has been changed to "Claim Submitted" and all required documentation has been received by the GTSC.
- To access the Attachments-PTS page, click the Next Page button.

*If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>*

Top of the Page  
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Once the page is saved, and no errors exist, click the “Next Page” button unless it’s the “06 Attachments – PTS” page. If it’s the “06 Attachments – PTS” page, go to page 51.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

**Page Information**  
The information has been saved.

Back  
Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-\(001\)](#)  
Details

You are here: > [Payments Menu](#) > [Forms Menu](#) > Payments

### 05 STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Required fields are marked with an \*.
- Print the Standard Claim for Payment form and have an authorized representative complete the Vendor Certification section on the form. **Please sign the form in blue ink.** An authorized representative is a person your organization has authorized to sign documents on behalf of your organization.  
[Click here to generate the standard claim for payment.](#)
- You must indicate that you have read the following acknowledgement by clicking in the box and then click the Save button:
  - I acknowledge that I must upload\* on the Attachment-PTS page of this claim a standard claim for payment form with an original signature and if Other Than Personal Services are being claimed, the supporting documentation mentioned in the Claim for Payment – Instruction Guide. I understand that claims are NOT considered received unless the claim status on eGrants has been changed to "Claim Submitted" and all required documentation has been received by the GTSC.
- To access the Attachments-PTS page, click the Next Page button.

*If your organization is not able to scan and upload documents, please contact your Highway Safety Program Representative for instructions on submitting the documentation required. Contact information for each Highway Safety Program Representative is available at: <http://www.safeny.ny.gov/staff.htm>*

Top of the Page  
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Continue to click the “Next Page” button until you arrive on a page with an error message, or you arrive at the “06 Attachments - PTS” page, whichever occurs first.

- If you arrive on a page with an error message, read the error message and fix the error.
- Once the error is fixed, click the “Save” button.
- Once the page is saved, and no errors exist, click the “Next Page” button unless it’s the “06 Attachments – PTS” Page.
- When you arrive on the “06 Attachments – PTS” page, go to page 51.

The screenshot displays the New York State eGrants portal. At the top, there is a navigation bar with the New York State logo and the text "Governor's Traffic Safety Committee" and "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". Below this is a secondary navigation bar with links for "My Home", "My Proposals", "My Payments", "My Progress Reports", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A row of buttons includes "SAVE", "NEXT PAGE", "ADD", "DELETE", "PRINT VERSION", "ADD NOTE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS". A menu bar contains "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". A red box highlights an error message: "Your information has been saved and the following Page Error(s) have been found. You must upload a signed Standard Claim for Payment Voucher in the Attachments-PTS page to submit this claim." Below the error message is a "Back" button and document information: "Document Information: PTS-PMT-2018-Agate Software-00375" and "Parent Information: PTS-2018-Agate Software-00021-(0011)". A breadcrumb trail shows "You are here: > Payments Menu > Forms Menu > Miscellaneous". The main content area is titled "06 ATTACHMENTS-PTS" and contains "Instructions:" which include a warning not to click the next page button and a list of steps to complete the claim. Below the instructions is a section for "To upload documents:" with a list of steps. At the bottom, there are input fields for "Description", "File name" (with a "Browse..." button), and "Comments" (with a character count of "0 of 500"). A "Top of the Page" button is visible at the very bottom.

## 06 Attachments – PTS Page

- Click on the **“Click Here to Submit or Change Status”** link.
- Repeat the steps that begin on page 44.

**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **SHARED eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Document Information: [PTS-PMT-2018-Agate Software-00375](#)  
Parent Information: [PTS-2018-Agate Software-00021-001](#)  
[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#) > Miscellaneous

### 06 ATTACHMENTS-PTS

Instructions:

- DO **NOT** CLICK THE NEXT PAGE BUTTON.
- The following steps need to be completed to submit the claim:
- Upload signed Claim for Payment form.
- If Other Than Personal Service is being claimed you must upload the supporting documentation outlined in the Claim for Payment - Instruction Guide located at: <http://www.safety.ny.gov/hsforms.htm>

To upload documents:

- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

- Documentation uploaded to this page does **NOT** need to be mailed to the GTSC. The documentation must be kept with your records.
- Once the above documentation is uploaded and saved [Click Here to Submit or Change the Status](#).

Description:

File name:    DELETE

Comments:

0 of 500

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# Progress Reports

# Reporting Requirements for the Police Traffic Services Program

- The **Semi-Annual** progress report is for the activity that took place between October 1 – March 31\*. This report is due by **April 15**.
- The Seatbelt Mobilization is for the activity that took place during the Seatbelt Mobilization (BUNY CIOT) \*. This report is due within **14 days** of the conclusion of the Seatbelt Mobilization (BUNY CIOT).
- The **Final** report is for the activity that took place between October 1 – September 30\*. This report is due by **October 15**.

***\*If no activity took place for the reporting period, a progress report stating so is required. Please use the “Narrative” section to explain why there was no activity. Failure to participate in the Seatbelt Mobilization (BUNY CIOT) will result in an automatic suspension of the grant.***

# What is Needed to Complete the Report

To complete the progress report for the Police Traffic Services Grant Program, grantees will need the following information for the reporting period.

*If available, the GTSC would also like grantees to provide the ticket and crash data from last year for the same period.*

## **Ticket Data (Tickets issued during grant funded hours)**

*The following **ticket** numbers will be for the tickets that were issued by Officers during the hours they were funded by the Police Traffic Services grant.*

- Speeding
- Aggressive Driving, which includes: running a red light or stop sign, following too closely, failure to yield right of way and improper lane change.
- Cell/Device 1225C and D
- Seat Belt and Child Safety Seat
- All Other Tickets Issued, which includes all uniform traffic tickets issued.

## **Crash Data**

- Fatal
- Personal Injury
- Property Damage

## **PTS Patrol Hours Funded by GTSC:**

- Number of Overtime PTS Hours Funded by GTSC.
- Number of Regular PTS Hours Funded by GTSC.

Grantees also need to provide a summary of their enforcement activities for the reporting period. The summary must address the crash problem (s) that your agency identified in the proposal and the associated enforcement strategies and activities that have taken place to address those crash problems.

The summary should include:

- A statement as to the overall effectiveness of the grant.
- A list of the identified crash problems and goals mentioned in your project description with the status/results of each activity.
- The most recent data to support the evaluation of your enforcement program.
- A list of achievements and problems encountered.
- What funds have been expended. If funds were under-utilized, the reason why.
- If you are behind schedule, why and what measures are being taken to get the project back on schedule.

Grantees have the option of entering the summary directly into the **“Report Summary”** field, or uploading it as a Word document in the report.

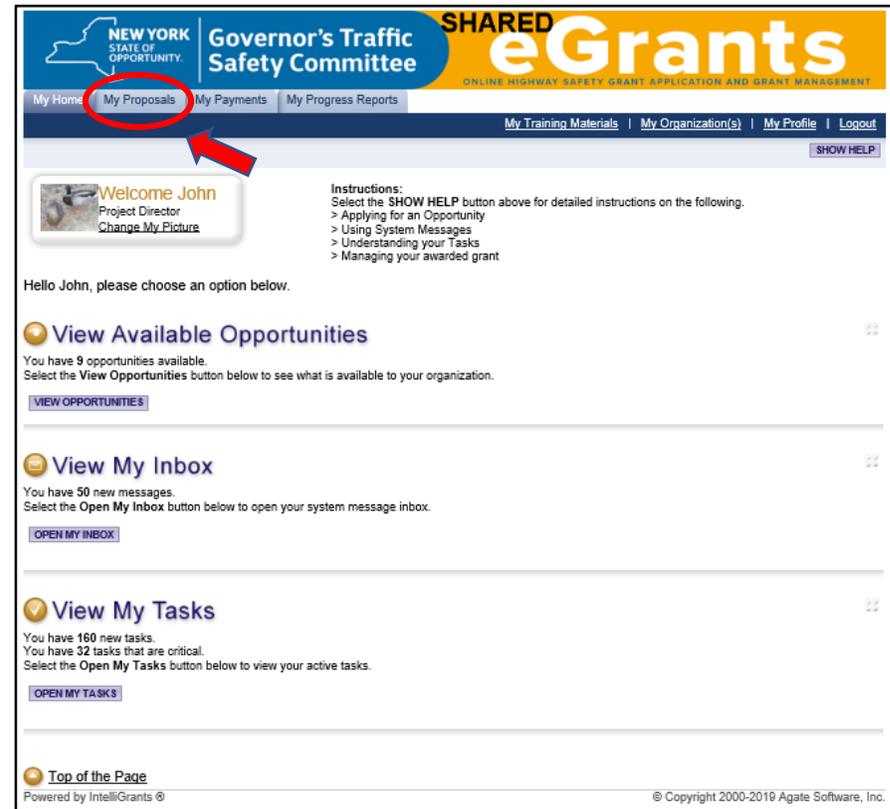
# How to Initiate a Police Traffic Services Program Progress Report

Login to eGrants.



The screenshot shows the eGrants login page. At the top, there is a header with the New York State of Opportunity logo, the Governor's Traffic Safety Committee logo, and the text "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". Below the header, there is a navigation bar with "eGrants Login" on the left and "My Home", "My Proposals", "My Payments", and "My Progress Reports" in the center. On the right side of the navigation bar, there are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout", along with a "SHOW HELP" button. The main content area features a "Welcome to GTSC eGrants" message, a "Dear Highway Safety Associates:" greeting, and a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". A background image shows hands typing on a laptop. At the bottom, there is a footer with "Powered by IntelliGrants ©" and "© Copyright 2000-2019 Agate Software, Inc."

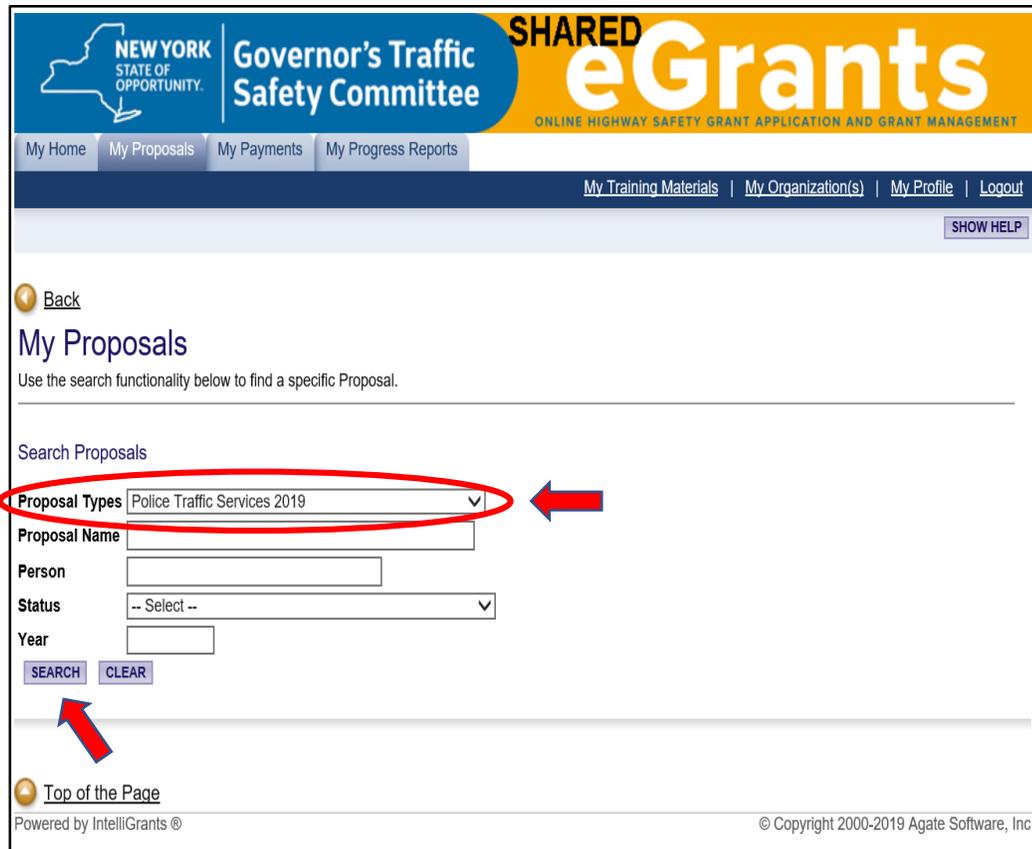
Locate the grant by using the "My Proposal" tab.



The screenshot shows the eGrants dashboard after logging in. The "My Proposals" tab in the navigation bar is highlighted with a red circle and a red arrow. The dashboard displays a "Welcome John" message with the role "Project Director" and a "Change My Picture" link. Below this, there are instructions for the user to select the "SHOW HELP" button for detailed instructions on applying for an opportunity, using system messages, understanding tasks, and managing awarded grants. The dashboard also features three main sections: "View Available Opportunities" (9 opportunities available), "View My Inbox" (50 new messages), and "View My Tasks" (160 new tasks, 32 critical). Each section has a corresponding "VIEW OPPORTUNITIES", "OPEN MY INBOX", and "OPEN MY TASKS" button. At the bottom, there is a "Top of the Page" button and a footer with "Powered by IntelliGrants ©" and "© Copyright 2000-2019 Agate Software, Inc."

In the “Proposals Types” field, using the teardrop , select the appropriate proposal type and year, then click the “Search” button.

Click on the grant name link from the search result box.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports

My Training Materials My Organization(s) My Profile Logout

SHOW HELP

Back

### My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

**Proposals Types** Police Traffic Services 2019

Proposals Name

Person

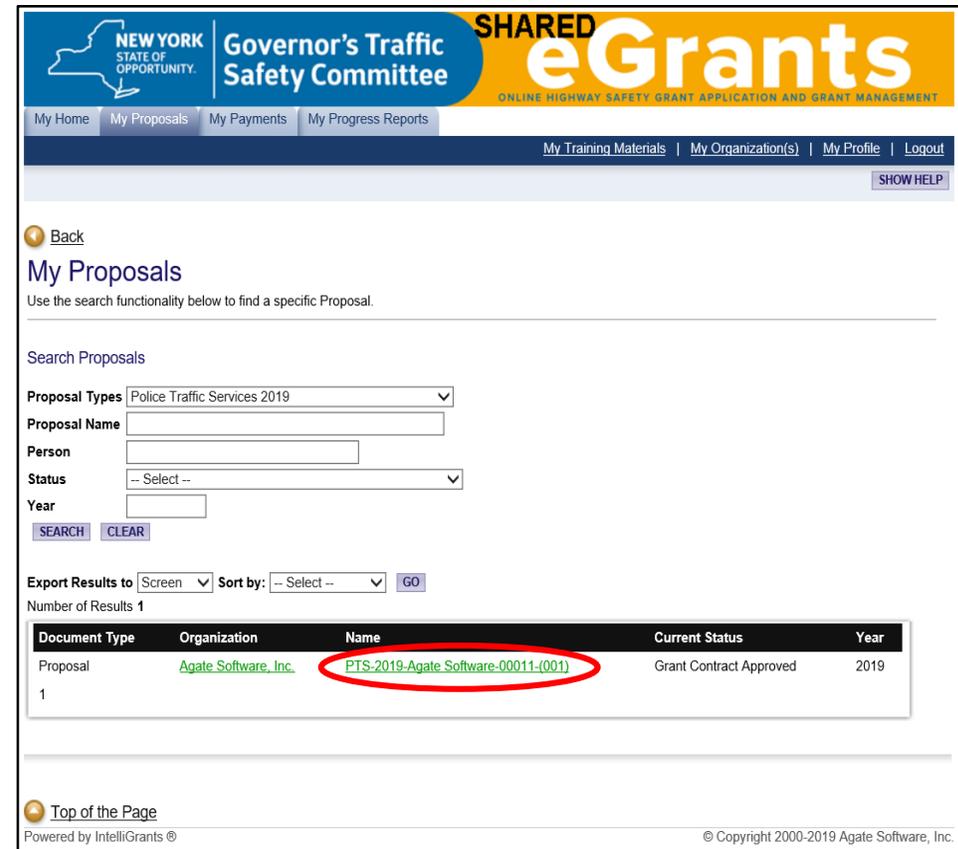
Status -- Select --

Year

SEARCH CLEAR

Top of the Page

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NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports

My Training Materials My Organization(s) My Profile Logout

SHOW HELP

Back

### My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

**Proposals Types** Police Traffic Services 2019

Proposals Name

Person

Status -- Select --

Year

SEARCH CLEAR

Export Results to Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	PTS-2019-Agate Software-00011-(001)	Grant Contract Approved	2019

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On the “Proposal Menu – Forms” page, click on the “Click here for Payments or Reports” link.

**Proposal Menu - Forms**  
Please complete all required forms below.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Grant Project Overview</b>				
	<a href="#">Police Traffic Services (PTS) Overview Narrative</a>		Mary Arthur 4/3/2018 1:05:25 PM	
	<a href="#">Applicant And Project Information</a>		Mary Arthur 4/3/2018 1:06:07 PM	
	<a href="#">Workers' Compensation and Disability Benefits Insurance Coverage</a>		Mary Arthur 4/3/2018 1:06:55 PM	
<b>Service Areas</b>				
	<a href="#">Jurisdiction</a>		John Friendly 3/27/2018 1:54:36 PM	
<b>Grant Program Information</b>				
	<a href="#">Click It Or Ticket</a>		John Friendly 3/27/2018 1:55:13 PM	
	<a href="#">Regular PTS Project Proposal</a>		Mary Arthur 4/3/2018 1:13:07 PM	Mary Arthur 4/3/2018 1:15:02 PM
	<a href="#">Agency Specific Crash And Enforcement Data Sheet</a>		Mary Arthur 4/3/2018 1:04:36 PM	
<b>Budget</b>				
	<a href="#">Budget</a>		John Friendly 3/27/2018 1:58:07 PM	Mary Arthur 4/3/2018 12:58:35 PM
<b>Certification</b>				
	<a href="#">Conditions</a>		Mary Arthur 4/3/2018 1:15:25 PM	
	<a href="#">Certifications &amp; Assurances</a>		Mary Arthur 4/3/2018 1:17:28 PM	
	<a href="#">Request For Application (RFA) Statement</a>		Mary Arthur 4/3/2018 1:18:20 PM	
<b>Traffic Safety Board Endorsement</b>				
	<a href="#">TSB APPROVAL</a>		Mary Arthur 4/3/2018 1:18:42 PM	
<b>Miscellaneous</b>				
	<a href="#">Attachments-PTS</a>			
<b>Funding and Agreements</b>				
	<a href="#">Agreement and Letters Upload</a>			
<b>Grant Modifications</b>				
	<a href="#">Grant Modification Instructions</a>			
	<a href="#">Grant Modification Request Form</a>			
<b>Management Tools</b>				
	<a href="#">Click here to Submit or Change Status</a>			
	<a href="#">Click here to create Full Print Version</a>			
	<a href="#">Click here to Add/Edit People</a>			
	<a href="#">Click here for Payments or Reports</a>			

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On the “Proposal Menu – Reports and Payments” page, click on “Initiate a/an Progress Report PTS 20XX”.

**Proposal Menu - Reports and Payments**  
The various sections below can link to items that are associated with this document. You can only initiate a Payment or Progress Report at the step Grant Contract Approved.

Document Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

Related Documents

Sort search results by:  Filter by Document Type:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payments	<a href="#">Initiate a/an Payment PTS-2019</a>				
Progress Reports	<a href="#">Initiate a/an Progress Report PTS 2019</a>				

Related Messages

Sort search results by:

Priority	Sender	Subject	Date/Time	Status
	Grant System	<a href="#">Agate Software Has Submitted Proposal PTS-2019-Agate Software-00011-(001)</a>	3/1/2018 9:54:10 AM	Unread

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On the “Agreement” page, click the “I Agree” button.

On the “Progress Reports Menu – Forms” page, click on the “Report Type Selection” link.

On the “**Report Type Selection**” page, select the report, then click the “**Save/Next**” button.

The screenshot displays the 'eGrants' application interface for the Governor's Traffic Safety Committee. The header includes the New York State logo and the text 'SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT'. A navigation bar contains links for 'My Home', 'My Proposals', 'My Payments', 'My Progress Reports', 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. Below the navigation bar are buttons for 'SAVE', 'SAVE/NEXT', 'NEXT', 'MARK AS COMPLETE', and 'CHECK GLOBAL ERRORS'. A menu bar includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A 'Back' button is also present. The main content area shows 'Document Information: PTS-PR-2019-Agate Software-00011' and 'Parent Information: PTS-2019-Agate Software-00011-(001)'. A 'Details' button is located below the parent information. A breadcrumb trail reads 'You are here: > Progress Reports Menu > Forms Menu > Progress Report'. The 'REPORT TYPE SELECTION' section is highlighted with a red box and contains three radio button options: 'Mid-Year Report (Includes activity from October 1st through March 31st)', 'Final Report due (Includes activity from October 1st through September 30th)', and 'Seat Belt Mobilization (Includes activity for the BUNY CIOT only)'. A 'Top of the Page' button is at the bottom left, and the footer contains 'Powered by IntelliGrants®' and '© Copyright 2000-2019 Agate Software, Inc.'

# How to Complete the PTS Progress Report Page

- In the **“Program Summary Activity”** section, indicate if the project is:
  - On or ahead of schedule.
  - Behind schedule.
  - None (no activity).
- Enter the data for this reporting period, and the same period last year (if available), in the:
  - “Enforcement Data”** section.
  - “Crash Data”** section .
- Complete the **“PTS Patrol Hours Funded by the GTSC”** section.
- In the **“Report Narrative”** section:
  - If uploading the summary, enter **“Please see the “Attachments” page.”**
  - If entering the summary in the space provided, make sure to click the **“Save”** button periodically to ensure you do not lose any information.
- Complete the **“This report was prepared by”** field.
- Complete the **“Preparer’s email address”** field.
- Click the **“Save”** button.

**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **SHARED eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Trainings Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

**Page Information**  
The information has been saved.

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[Details](#)

Program Component: rdbSeatbelt  
 You are here: > Progress Reports Menu > Forms Menu > Seat Belt Mobilization

---

**PTS PROGRESS REPORT**

**Instructions:**  
 • Please complete this page, then click the **Save** button.  
 • Required fields are marked with an \*.

Grant Number: PTS-2019-Agate Software-00011-(001)  
 Agency Name: Agate Software, Inc.  
 Jurisdiction: Albany County - 001

**Program Activity**  
 On or ahead of schedule  Behind Schedule  None

**ENFORCEMENT DATA**

Type of Tickets Issued By GTSC Funded PTS Officers	Required, Number of Tickets This Reporting Period*	If Available, Number of Tickets - Same Period Last Year
Speeding	6	5
Aggressive Driving*	7	4
Cell /Device 1225C and D	4	5
Seat Belt and Child Safety Seat	43	31
All Other Tickets Issued*	20	15
<b>Total Tickets</b>	<b>80</b>	<b>63</b>

\*Includes: red light, stop sign, following too closely, failure to yield right of way and improper lane change. Include all uniform traffic tickets issued by GTSC funded PTS officers.

**CRASH DATA**

Type of Crash	Required, Number of Total Crashes This Reporting Period*	If Available, Number of Total Crashes - Same Period Last Year
Fatal	0	0
Personal Injury	5	6
Property Damage	51	54
<b>Total Crashes</b>	<b>56</b>	<b>60</b>

**PTS PATROL HOURS FUNDED BY GTSC DURING THIS REPORTING PERIOD REQUIRED**

Number of Overtime PTS Hours Funded by GTSC: 30  
 Number of Regular PTS Hours Funded by GTSC: 10  
 Total Hours Funded by GTSC Dedicated to PTS: 40  
 Tickets per grant funded hour: 2.00

**REPORT SUMMARY** Briefly summarize your grant activities to date. Note any special achievements or problems encountered.

Please see the "Attachments" page.

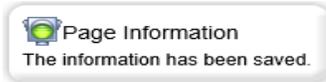
This report was prepared by: John Smith  
 Preparer's email address: John.Smith@yahoo.com

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# How to Check for Errors on the PTS Progress Report Page

- Once the page is saved, verify that there are no errors on the page.

- The following means the system didn't detect any errors.



- The following means there is an error on the page.



*If an error exists, fix the error and resave the page.*

- If you need to upload documentation, click on the **“Save/Next”** button, then go to page 63 of these instructions.
- If you do **NOT** need to upload documentation, **stay** on the **“PTS Progress Report”** page **and** go to page 64 of these instructions.

The screenshot shows the 'eGrants' interface for the 'New York State Governor's Traffic Safety Committee'. A red box highlights the 'Page Information' message: 'The information has been saved.' Below this, the 'PTS PROGRESS REPORT' section is visible, including instructions, grant information, and data tables for enforcement and crashes.

**ENFORCEMENT DATA**

Type of Tickets Issued By GTSC Funded PTS Officers	Required, Number of Tickets This Reporting Period*	If Available, Number of Tickets - Same Period Last Year
Speeding	6	5
Aggressive Driving†	7	4
Cell /Device 1225C and D	4	5
Seat Belt and Child Safety Seat	43	31
All Other Tickets Issued†	20	15
<b>Total Tickets</b>	<b>80</b>	<b>63</b>

\*Includes: red light, stop sign, following too closely, failure to yield right of way and improper lane change.  
†Include all uniform traffic tickets issued by GTSC-funded PTS officers.

**CRASH DATA**

Type of Crash	Required, Number of Total Crashes This Reporting Period*	If Available, Number of Total Crashes - Same Period Last Year
Fatal	0	0
Personal Injury	5	6
Property Damage	51	54
<b>Total Crashes</b>	<b>56</b>	<b>60</b>

**PTS PATROL HOURS FUNDED BY GTSC DURING THIS REPORTING PERIOD REQUIRED**

Number of Overtime PTS Hours Funded by GTSC	30
Number of Regular PTS Hours Funded by GTSC	10
Total Hours Funded by GTSC Dedicated to PTS	40
Tickets per grant funded hour	2.00

**REPORT SUMMARY** Briefly summarize your grant activities to date. Note any special achievements or problems encountered.

Please see the "Attachments" page.

This report was prepared by: John Smith  
Preparer's email address: John.Smith@yahoo.com

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# Attachments Page

- To upload documentation to the **“Attachments”** page:
  - In the **“Description”** field enter a description.
  - Press **“Browse”**, choose the desired file, then click the **“Save”** Button.

Description

File name  \*

- Once you click the **“Save”** button, verify that a link appears.

Description

File name   DELETE\*

**Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.**

- If you have additional attachments, click the **“Add”** button that appears towards the top of the page, then repeat the steps on this page.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | CHECK GLOBAL ERRORS

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Details

You are here: > Progress Reports Menu > Forms Menu

**ATTACHMENTS**

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant or was denied funding in FY2018.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description

File name  \*

Comments

0 of 500

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NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVE/NEXT | NEXT | ADD | DELETE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

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Page Information

The information has been saved.

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Details

You are here: > Progress Reports Menu > Forms Menu > Miscellaneous

**ATTACHMENTS**

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant or was denied funding in FY2018.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description

File name   DELETE\*

Comments

0 of 500

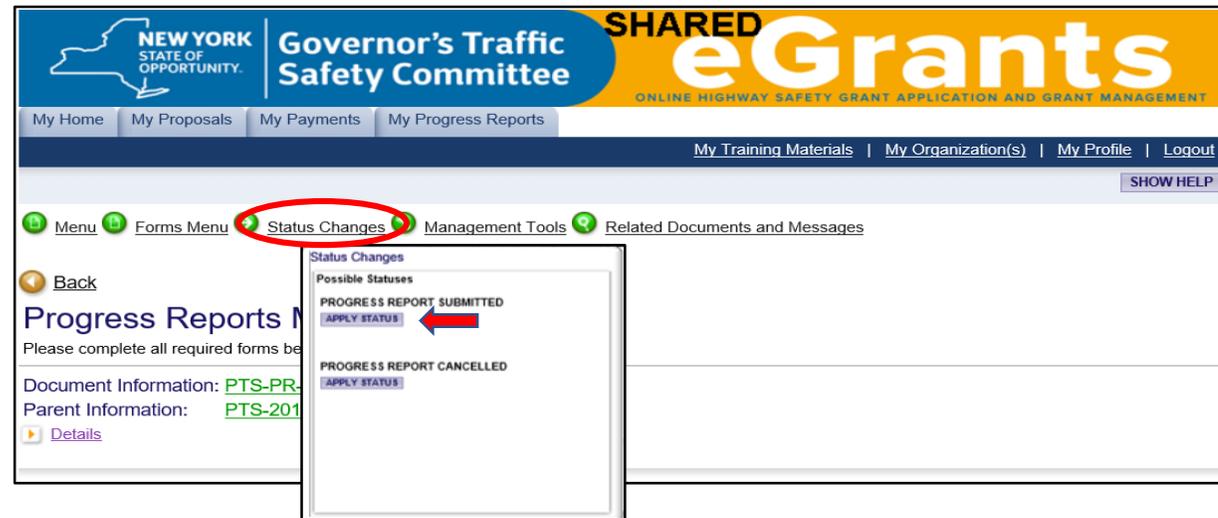
Top of the Page

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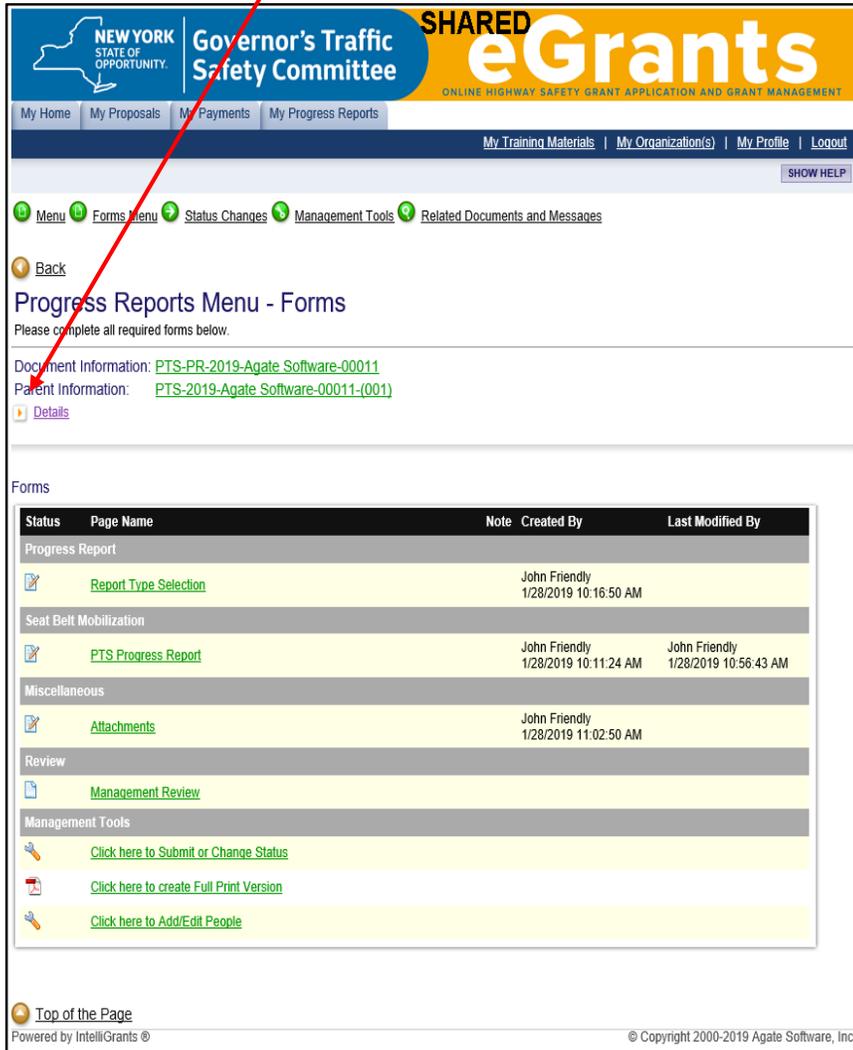
# To Submit the Progress Report

To submit the progress report from the page you're on:

Hover the mouse pointer over the **"Status Changes"** link, which appears towards the top of the page. When the **"Status Changes - Possible Statuses"** menu appears, click the **"Apply Status"** button under **"Progress Report Submitted"**.



Click the expand icon , which appears next to the “Details” link.



**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **SHARED eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

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### Progress Reports Menu - Forms

Please complete all required forms below.

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Parent Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

Forms

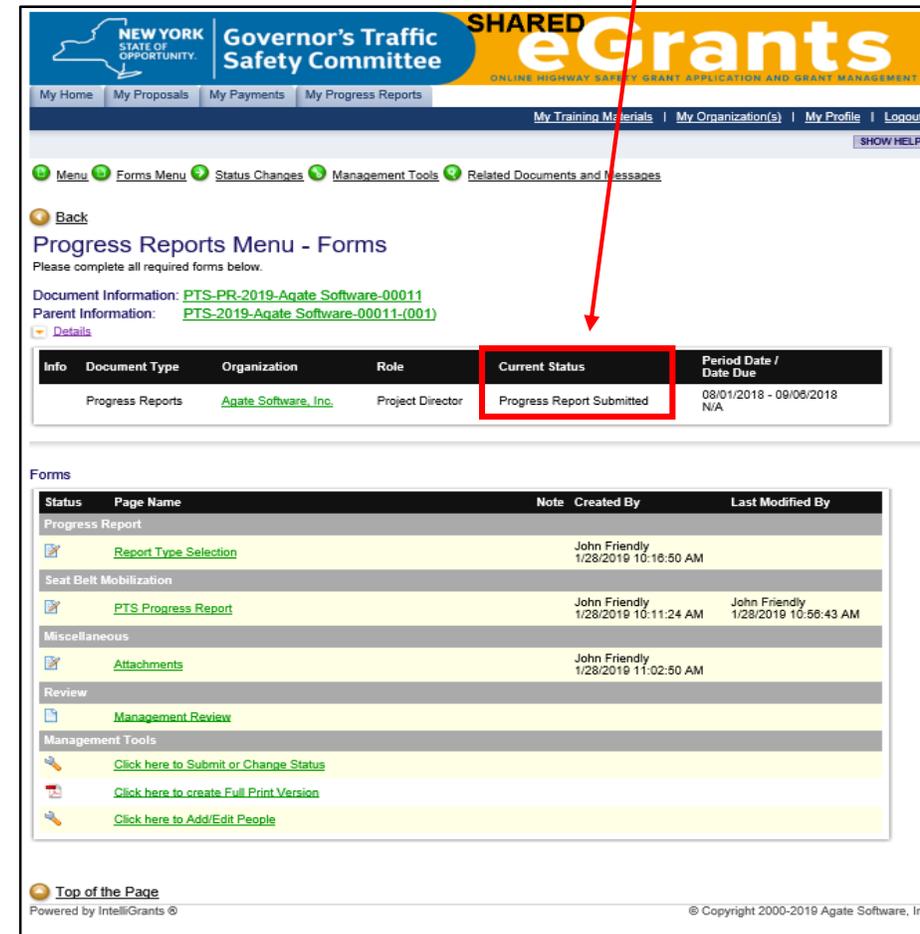
Status	Page Name	Note	Created By	Last Modified By
<b>Progress Report</b>				
	<a href="#">Report Type Selection</a>		John Friendly 1/28/2019 10:16:50 AM	
<b>Seat Belt Mobilization</b>				
	<a href="#">PTS Progress Report</a>		John Friendly 1/28/2019 10:11:24 AM	John Friendly 1/28/2019 10:56:43 AM
<b>Miscellaneous</b>				
	<a href="#">Attachments</a>		John Friendly 1/28/2019 11:02:50 AM	
<b>Review</b>				
	<a href="#">Management Review</a>			
<b>Management Tools</b>				
	<a href="#">Click here to Submit or Change Status</a>			
	<a href="#">Click here to create Full Print Version</a>			
	<a href="#">Click here to Add/Edit People</a>			

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If the current status is “**Progress Report Submitted**”, you have completed your report submission.

<b>Current Status</b>
Progress Report Submitted

If the current status is **NOT** “**Progress Report Submitted**”, repeat the steps on page 64.



**NEW YORK STATE OF OPPORTUNITY** | **Governor's Traffic Safety Committee** | **SHARED eGrants**  
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

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### Progress Reports Menu - Forms

Please complete all required forms below.

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Parent Information: [PTS-2019-Agate Software-00011-\(001\)](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Reports	<a href="#">Agate Software, Inc.</a>	Project Director	Progress Report Submitted	08/01/2018 - 09/08/2018 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
<b>Progress Report</b>				
	<a href="#">Report Type Selection</a>		John Friendly 1/28/2019 10:16:50 AM	
<b>Seat Belt Mobilization</b>				
	<a href="#">PTS Progress Report</a>		John Friendly 1/28/2019 10:11:24 AM	John Friendly 1/28/2019 10:56:43 AM
<b>Miscellaneous</b>				
	<a href="#">Attachments</a>		John Friendly 1/28/2019 11:02:50 AM	
<b>Review</b>				
	<a href="#">Management Review</a>			
<b>Management Tools</b>				
	<a href="#">Click here to Submit or Change Status</a>			
	<a href="#">Click here to create Full Print Version</a>			
	<a href="#">Click here to Add/Edit People</a>			

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# **Canceling a Grant Modification, Payment Request or Progress Report**

# Canceling a Grant Modification, Payment Request or Progress Report

Once a grant modification request, payment request or progress report is cancelled, all data entered into that request / report is lost.

To cancel a request or progress report prior to submission, go to the **“Status Changes”** link that appears towards the top of the page, then click on the **“Apply Status”** button under **“Grant Modification Cancelled”**, **“Claim Cancelled”** or **“Progress Report Cancelled”**. When the **“Agreement”** page appears, click the **“I Agree”** button.

To cancel the request or report after submission, please contact your Highway Safety Program Representative.